HiPath 500
HiPath 3000
HiPath 5000

optiPoint 600 office

Operating Instructions

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Before You Begin

These operating instructions describe the optiPoint 600 office telephone on your HiPath 500 and HiPath 3000 / 5000.
They describe all functions you can use from your telephone. You may find that some functions you wish to use are not available on your telephone. This may be due to one of the following reasons:

- The function has not been configured for your telephone – please contact your service personnel.
- Your communications platform does not support this function – please contact your service personnel.

Important Notes

	Do not operate the telephone in environments where there is a danger of explosions.
	Use only original Siemens accessories → Page 221. Using other accessories may cause a hazard and will invalidate the warranty and the CE mark.
	Never open the telephone or a key module. If you encounter any problems, ask the service personnel.

CE (customer equipment) does not continue to support emergency dialing after loss of mains power, if battery back up and power fail switchover to emergency analogue phones is not available.

The information provided in this document contains merely general descriptions or characteristics of performance which in case of actual use do not always apply as described or which may change as a result of further development of the products.
An obligation to provide the respective characteristics shall only exist if expressly agreed in the terms of contract.
The trademarks used are owned by Siemens AG or their respective owners.

Never allow the telephone to come into contact with staining or aggressive liquids such as coffee, tea, juice, or soft drinks. For information on telephone maintenance → Page 222.

Marks

The device conforms to the EU guideline 1999/5/EG, as attested by the CE mark.

This device has been manufactured in accordance under a certified environmental management system (ISO 14001). This process ensures that energy consumption and the use of primary raw materials are kept to a minimum, thus reducing waste production.

All electrical and electronic products should be disposed of separately from the municipal waste stream via designated collection facilities appointed by the government or the local authorities.
The correct disposal and separate collection of your old appliance will help prevent potential negative consequences for the environment and human health. It is a precondition for reuse and recycling of used electrical and electronic equipment.
For more detailed information about disposal of your old appliance, please contact your city office, waste disposal service, the shop where you purchased the product or your sales representative.
The statements quoted above are only fully valid for equipment which is installed and sold in the countries of the European Union and is covered by the directive 2002/96/EC. Countries outside the European Union may have other regulations regarding the disposal of electrical and electronic equipment.

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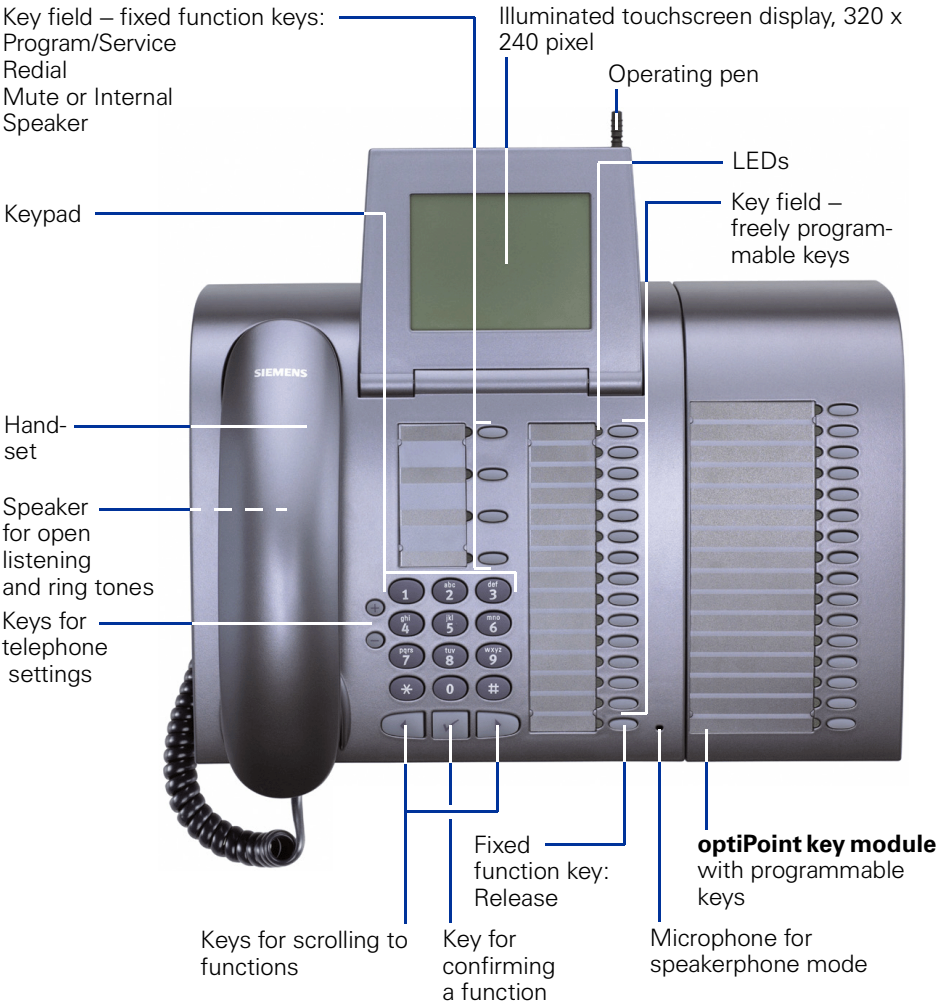
Basic Operating Instructions

optiPoint 600 office Control Panel


Key field – fixed function keys:
Program/Service
Redial
Mute or Internal Speaker
Illuminated touchscreen display, 320 x 240 pixel
Operating pen
LEDs
Keypad
Key field – freely program-mable keys
Hand-set
Speaker for open listening and ring tones
Keys for telephone settings
Fixed function key: Release
optiPoint key module with programmable keys
Keys for scrolling to functions
Key for confirming a function
Microphone for speakerphone mode
External keyboard for user-friendly text input and func-tion operation

Step by Step

How to Use these Operating Instructions

You will find a graphic representation of the steps in logical sequence in the left column. Below is an explanation of the symbols:

Lift the handset.

Replace the handset.

Conduct a call.

Enter a telephone number or code.

Press the navigation key on optiPoint 600 office.

Click the relevant icon on the graphic display.

0 0 Enter the code.

a b c Enter letters or numbers:
via the external keyboard → page 207.
via the keypad → page 212.
via the keypad on the display → page 157 or → page 195.

Click on the menu item or the softkey on the display.

⊕ or ⊖ Press volume controls on the telephone.

Program/Service Press the key.

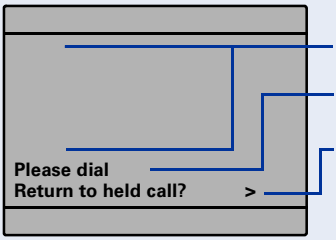
Speaker Press the illuminated key.

Press the flashing key.

Enquiry? ☑ The option appears on the screen.
Press ☑ to confirm.

Ringer tone? ☑ Search for an option.
Press the ◀ ▶ keys,
until the option appears on the screen.
Then press ☑ to confirm.

Step by Step



Screen Displays

The graphics-enabled touchscreen display shows:

- Data from the → page 50internal → page 48telephone directory or the caller list
- Requests and acknowledgement messages, depending on the situation
- Selection options for functions that you can confirm with ✓. If you see the symbol ">" at the right, further options are available and can be accessed with the ◀ ▶ keys
- Touchscreen controls (softkeys) in local applications → page 120

For more information on the display see → page 16.

Accessing Functions

... Interactively

You can select some function **while the telephone is idle**, for example:

▶ Forwarding on? ✓

Use ◀ ▶ to scroll to a function and press ✓ to confirm your selection.

You can select other functions **directly depending on the situation**. Example: You call a number, but the line is busy:

Set Callback? ✓

or

▶ Send Message? ✓

Confirm with ✓.

Use ◀ ▶ to scroll to a function and press ✓ to confirm.

... Via the Program/Service Menu

First press the "Program/Service" key. You then see a list of selection options, such as: „#0=Reset services?“ → page 35.

Program/Service

Press the key.

▶ #0=Reset services? ✓

Use ◀ ▶ to scroll to a function and press ✓ to confirm.

or

Step by Step

Enter the code directly.
The Quick-Reference Operating Instructions contain a list of codes. However, they are also displayed on screen along with the corresponding function.

... With Function Keys

If you saved a function on a key → page 66, you can access it directly as follows :

Press the Mute key to execute the function The function is executed.

... With an External Keyboard

You can activate optiPoint 600 office's user-friendly functions via an external keyboard. Frequent operations, such as, initiating a conference, are much easier to perform in this way.

You can use the Siemens keyboard for optiPoint 600 office, any USB keyboard or else your PC's keyboard and mouse function.

For more information, see → page 207.

... Via the Large Graphics Display

In addition to situation-dependent functions, optiPoint 600 office also lets you use and access local applications, such as, the personal telephone directory, via the large graphics-enabled display with its touch-screen functionality. See Display menu → page 16.

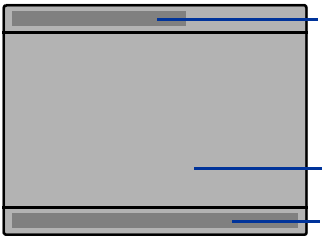
Step by Step

Display with Touchscreen Functionality

In addition to situation-dependent functions, you can also use and access local applications in optiPoint 600 office, such as, the personal telephone directory, for example, via the large graphics-enabled display with touchscreen functionality.

Overview

Display interface fields:



Displays the currently selected/activated function/application (e.g. Phone or Personal directory)

Displays menus, lists and dialogs

Display menu → page 120 or application bar → page 161

Operating the Display

optiPoint 600 office comes complete with a plastic operating pen, with which you can select display interface functions ("click") or scroll between graphic contents ("drag") by pressing lightly on the nib.

Alternatively, you can use similar objects that will not damage the display interface. Finger (finger nail) activation is also possible.

Step by Step

Different Connection Types

There are two ways of connecting your optiPoint 600 office to the communication platform:

- Via $U_{P0/E}$: your optiPoint 600 office is connected to the communication platform via a conventional telephone cable.
- Via HFA (not in HiPath 500): the optiPoint 600 office is connected to the corporate intranet by a LAN cable and this network is then connected to the communication platform.

Contact your service personnel for information on your optiPoint 600 office connection.

If your optiPoint 600 office is connected over HFA, your service personnel can update the telephone software.

Different connection types mean that:

- The look and feel of the applications (Personal Directory, for example) is different. Both versions are described in this document; the original look starting on → page 120 and the alternative look starting on → page 159.
- Certain functions operate differently when using an external USB keyboard, → page 207.

These differences are also indicated in the relevant chapters of this document as $U_{P0/E}$ or HFA.

Step by Step

Functions You Can Use

Basic and Enhanced Functions

You can use all basic and enhanced communications platform functions that appear interactively on the screen, in the Program/Service menu, and when you press function keys.

Additional Team and Executive/Secretary Functions

→ page 99f.

To help working and project groups work together more efficiently, the service personnel can configure a variety of team functions, depending on your preferences when working in the team. You can use these team functions in addition to the basic and enhanced functions. In addition to call pickup, hunting groups (group call), and call distribution groups, you can also set up teams with multiple lines per telephone.
You can tell if a telephone has trunk keys if your station number and the numbers of your colleagues are programmed on trunk keys. You can access all lines and can also conduct different calls simultaneously on multiple lines.

Another team function category includes the executive/secretary functions, which are configured by the service personnel. You can use executive and secretary functions in addition to the basic and enhanced functions as well as other team functions.
An executive/secretary telephone has DSS keys for the executive or secretary, trunk keys for the executive and secretary, as well as ring transfer keys.

Graphic Interface Applications

Your optiPoint 600 office not only lets you use the functions of your communication platform, but also gives you a high degree of flexibility with its integrated applications → page 120 or → page 159.

Step by Step

Using the Telephone Efficiently

- You probably have certain colleagues or external parties with whom you talk on the phone especially frequently. To dial these numbers faster and more conveniently, you can save them on keys (Saving station numbers for repertory dialing on keys → page 66).
- You can save optiPoint 600 office additional names, station numbers, and calling party data in the personal directory of your telephone → page 122. A well maintained directory will save a great deal of effort in searching for lost phone numbers.
- All too often you reach a busy line when dialing a number. Amid the confusion of your working day, it's easy to forget to try the number again later on. To avoid this, make it a habit to use the "Callback" → page 59 function.

Step by Step

Making and Answering Calls

Special default ring signaling is set for your telephone:

- When you receive an internal call, your telephone rings once every four seconds (single-tone sequence).
- When you receive an external call, your telephone rings twice in rapid succession every four seconds (dual-tone sequence).
- When you receive a call from the entrance telephone, your telephone rings three times in rapid succession every four seconds (triple-tone sequence).
- If a call is waiting, you hear a short tone (beep) every six seconds.

The number or the name of the caller appears on the display.

Answering a Call with the Handset

The telephone rings. The caller appears on the screen.

Lift the handset.

Ending the call:

Replace the handset.

or

Speaker

Press the key.

Answering a Call with the Speaker (Speakerphone Mode)

The telephone rings. The caller appears on the screen.

Speaker

Press the key. The LED lights up. Use speakerphone mode.

⊕ **or** ⊖

Raise or lower the volume. Keep pressing the keys until the desired volume is set.

Ending the call:

Speaker

Press the key. The LED goes out.

Step by Step

or

Press the key.

Notes on speakerphone mode:

- Tell the other party that you are using speakerphone mode.
- The speakerphone works best at a low receiving volume.
- The ideal distance between the user and the telephone set in speakerphone mode is about 50 cm (approx. 20 inches).

Open Listening in the Room During a Call

You can let other people in the room join in on the call. Let the other party know that you have turned on the speaker.

Precondition: You are conducting a call with the handset.

Activate:

Press the key. The LED lights up.

Deactivate:

Press the key. The LED goes out.

Step by Step

Switching to Speakerphone Mode

Precondition: You are conducting a call with the handset.

Speaker and

Hold down the key and replace the handset.
Then release the key Continue the call.

Switching to the Handset

Precondition: You are engaged in a call in speakerphone mode.

and

Lift the handset. Continue the call.

Using Call Waiting

Callers can still reach you while you are engaged in another call. A signal alerts you to the waiting call.
You can either ignore or accept the waiting call.
When you accept the waiting call, you can either end the first call or place it on hold and resume the call later on.
You can also bar call waiting or the call waiting tone
→ page 23.

Accepting a Waiting Call (Camp-On)

Precondition: You are engaged in a phone call and hear a tone (every six seconds).

Ending the first call and answering the waiting call:

Replace the handset. Your telephone rings.

Answer the second call. Lift the handset.

Step by Step

Placing the first call on hold and answering the second call:

Call waiting? ✓ — Select and confirm.

or

Program/Service — Press the key. The LED lights up. Enter the code.

*5 5

You are connected to the call waiting party immediately. The first party is placed on hold.

Ending the second call and resuming the first one:

Quit and return? ✓ — Confirm.

or

Program/Service *0 — Press the key. The LED lights up. Enter the code.

or

Replace the handset. "Recalling: <x>..." appears on the screen. Lift the handset.

Preventing and Allowing Call Waiting (Automatic Camp-On)

If this function has been configured (ask the service personnel), you prevent or allow a second call → page 22 from being signaled by automatic camp-on during an ongoing call.

Program/Service — Press the key. The LED lights up.

and

#490=Call wait.term.off? ✓ — Select and confirm[1].

or

***490=Call wait.term.on?** ✓

or

#490 — Enter the code for "off" or "on".

or *490

[1] "Different Displays in a HiPath 4000 Environment (Not in HiPath 500)" → page 118

Step by Step

Turning the Call Waiting Tone On and Off

You can suppress the call waiting tone (every six seconds) for external calls. A one-time special dial tone then alerts you to the waiting call.

Waiting tone off? ✓

or

Waiting tone on? ✓

Select and confirm.

or

87 or * 87

Enter code for "tone off" or "tone on".

Accepting a Specific Call for Your Colleague

You hear another telephone ring.

Program/Service

Press the key. The LED lights up.

*59=Pickup - directed? ✓

or

* 59

Select and confirm[1].

Enter the code.

All called stations appear on the screen.

if necessary

Next? ✓

Select the station whose call you want to answer (the cursor appears as a black square at the beginning of the line).

Accept call? ✓

or

Confirm.

or

If you know the number of the telephone that is ringing, enter it directly.

or

Press the flashing key.

Accepting calls in a team → page 108.

[1] "Different Displays in a HiPath 4000 Environment (Not in HiPath 500)" → page 118

Step by Step

Rejecting Calls

You can reject calls which you do not wish to take. The call is then signaled at another definable telephone (contact your service personnel).

The telephone rings. The caller is displayed.

Press the key.

If a call cannot be rejected, your telephone will continue to ring. The message US: "Currently not possible" or UK: "Feature not available" is displayed (e.g in the case of recalls).

Using Mailboxes

If you have programmed the "Mailbox" key → page 69, the associated LED lights up when messages arrive for you.

If your telephone is connected to a voice mail system (for example, Entry Voice Mail), the "Mailbox" key will also light up to alert you to any messages that have arrived.
An appropriate display also appears (for example, "X new messages" in Entry Voice Mail).

Accessing the Mailbox

Press the illuminated "Mailbox" key.

or

Confirm.

or

Follow the user prompts.

Step by Step

Using Timed Reminders

Precondition: You must have saved a timed reminder → page 74. The current time is the time stored.

Reminder at 15:46

The telephone rings. The timed reminder appears on the screen.

Speaker

or

Press the key twice.

Lift the handset and replace it again.

If you fail to answer the timed reminder, it repeats five times and is then erased.

Using the Speakerphone

A colleague addresses you directly over the speaker with a speaker call. You hear a tone before the announcement. The other party's name or station number appears on the screen.

You can conduct the call with the handset or in speakerphone mode.

Lift the handset and answer the call.

or

Mute off?

Press and answer.

or

Mute

Press the key and answer the call.

If handsfree answerback is enabled (see below), you do not need to switch on the microphone - you can answer directly. You can answer immediately in speakerphone mode.
If handsfree answerback is disabled (default setting), follow the procedure described above.

Placing a speaker call to a colleague → page 35.

Step by Step

Enabling and Disabling Handsfree Answerback

HF answerback on? ✓ Select and confirm.

or

HF answerback off? ✓

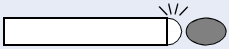
or

✱ 9 6 or # 9 6 Enter the code for "on" or "off".

Answering a Call with the Headset

Precondition: Your telephone rings.

If the "Headset" key has been configured → page 69

 Press the key. The LED lights up.

or If configured (ask your service personnel):

Answer? ✓ Confirm.

Ending the call:

Press the key.

or If the "Headset" key has been configured → page 69

Press the key. The LED goes out.

Turning Do Not Disturb On and Off

You can activate the do not disturb function if you do not want the receive any calls. When do not disturb is activated, internal callers hear a busy signal and external callers are rerouted to a telephone assigned for this purpose (contact your service personnel).

DND on? ✓ Select and confirm.

or

DND off? ✓

or

✱ 9 7 or # 9 7 Enter the code for "on" or "off".

Step by Step

When you lift the handset, a special dial tone (continuous buzzing tone) reminds you that do not disturb is active.

Authorized internal callers can automatically override the do not disturb function after five seconds.

Turning Ringer Cutoff On and Off

You can activate the ringer cutoff function if you do not want the receive any calls. Calls are only identified by **one** ring signal, an indication on the display, and a key which has been programmed to flash (such as a trunk key).

Ringer cutoff on? ✓

Select and confirm[1].

or

Ringer cutoff off? ✓

or

✱ 9 8 **or** # 9 8

Enter the code for "on" or "off".

Trace Call: Identifying Anonymous Callers (Not for U.S.)

You can have the carrier identify malicious external callers. You can save the caller's station number during the call or for 30 seconds after the call ends. However, it is essential that you do not replace your handset during this time.

Program/Service

Press the key. The LED lights up.

and

✱84=Trace call? ✓

Select and confirm.

or

✱ 8 4

Enter the code.

After you have finished tracing the call, the data is stored on the carrier's system. Now contact your service personnel.

[1] "Different Displays in a HiPath 4000 Environment (Not in HiPath 500)" → page 118

Step by Step

Turning the Microphone On and Off

To prevent the other party from listening in while you consult with someone in your office, you can temporarily switch off the handset microphone or the handsfree microphone. You can also switch on the handsfree microphone to answer an announcement via the telephone speaker (speaker call, → page 26).

Precondition: You are conducting a call. The microphone is switched on.

Press the key. The LED lights up.

or

Press the illuminated key. The LED goes out.

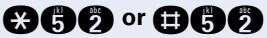
or

Select and confirm.

or

or

Press the key. The LED lights up.



Enter the code for "off" or "on".

Step by Step

Answering Calls from the Entrance Telephone and Opening the Door

If an entrance telephone has been programmed, you can use your telephone to speak to someone at the entrance telephone and to activate a door opener.
If you have the proper authorization (contact your service personnel), you can activate the **door opener**, enabling visitors to open the door themselves by entering a 5-digit code (using a DTMF transmitter or installed keypad).

Speaking to visitors via the entrance telephone:

Precondition: Your telephone rings.

Lift the handset within thirty seconds. You are connected to the entrance telephone immediately.

or

Lift the handset after more than thirty seconds.

Dial the entrance telephone number.

Opening the door from your telephone during a call from the entrance telephone:

Open door? ✓

Confirm.

Opening the door from your telephone without calling the entrance telephone:

Program/Service

Press the key. The LED lights up.

*61=Open door? ✓

Select and confirm.

or

✱ 6 1

Enter the code.

Dial the entrance telephone number.

Special features must be taken into consideration if your telephone operates with HiPath 5000 (system networking via PC network) → page 117!

Step by Step

Opening the door with a code (at the door):

After ringing the bell, enter the five-digit code (using the keypad or a DTMF transmitter). Depending on how the door opener has been programmed, a doorbell call signal may or may not be forwarded.

Activating the door opener:

Program/Service — Press the key. The LED lights up.

*89=Door opener on? — Select and confirm.

or

Enter the code.

Dial the entrance telephone number.

Enter the five-digit code. Default code = "00000".

or

3=change password? — Select and confirm to change the code.

1=enable with ring? — Select and confirm.

or

2=enable w/o ring? — You can also open the door without a doorbell ring.

Deactivating the door opener:

Program/Service — Press the key. The LED lights up.

#89=Door opener off? — Select and confirm.

or

Enter the code.

Accepting a Call From an Answering Machine

You can accept a call from any answering machine if the machine is connected to your system (contact your service personnel) and you have programmed the answering machine number on a key → page 69.

The LED lights up. Press the key.

Step by Step

Display Number of Waiting Calls and Overload Indication

You can show the number of external waiting calls on the display by pressing the "View number of calls" key → page 69.

Press the "Select Option" key.

If the number of waiting calls exceeds a preset limit while you are engaged in another call (overload), the LED on the key lights up. Contact your service personnel to find out the waiting call limit.

- LED off:
  No callers waiting.
- LED flashes slowly:
  You have reached the programmed threshold.
- LED flashes rapidly:
  You have exceeded the threshold value (overload).

Step by Step

Making Calls

Off-Hook Dialing

Lift the handset.

Internal: Enter the station number.
External: enter external code and station number.

The called party does not answer or is busy:

Replace the handset.

On-Hook Dialing

Internal: Enter the station number.
External: enter external code and station number.

The other party answers with speaker:

Lift the handset.

or Leave the handset on-hook and use speakerphone mode.

The called party does not answer or is busy:

Speaker

Press the key. The LED goes out.

Your system may also be programmed so that you have to press the Internal key before you dial an internal number.
To call an external party, you have to enter an external code before dialing the party's telephone number (Prime Line is not active; contact your service personnel).

Step by Step

En-Bloc Sending/Correcting Numbers

If this feature is configured (contact your service personnel), a connection is not attempted immediately when a station number is entered. This means that you can correct the number if necessary.
The station number is only dialed at your specific request.

Internal: Enter the station number.
External: enter external code and station number.

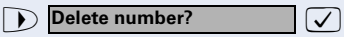
Dialing entered/displayed numbers:

Lift the handset.

or

Confirm.

Correcting numbers entered:



Select and confirm.
The last digit entered in each case is deleted.

Enter the required digit(s).

Canceling en-bloc sending:

Select and confirm.

or

Press the key. The LED goes out.

or

Press the key.

A station number can only be corrected as it is being entered. Station numbers stored for number redial, for example, cannot be corrected.

Step by Step

Caller ID Suppression

You can prevent your station number or name from appearing on the displays of external parties called. This feature remains active until you deactivate it.

Suppress call ID? ✓

or

Restore caller ID? ✓

Select and confirm.

or

✱ 8 6 or # 8 6

Enter code for "suppress" or "restore".

Service personnel can turn caller ID suppression on and off for all telephones.

Talking to Your Colleague With a Speaker Call

You can make a loudspeaker announcement through a loudspeaker if connected (ask the service personnel), or to an internal user with an system telephone without any action on their part.

Program/Service

Press the key. The LED lights up.

✱80=Speaker call? ✓

or

✱ 8 0

Select and confirm[1].

Enter the code.

Enter the station number.

Responding to a speaker call → page 26.

[1] "Different Displays in a HiPath 4000 Environment (Not in HiPath 500)" → page 118

Step by Step

Activating Tone Dialing/DTMF Suffix-Dialing

You can transmit dual-tone multifrequency (DTMF) signals to control devices, such as, an answering machine or automatic information system.

Program/Service

Press the key. The LED lights up.

*53=DTMF dialing?

Select and confirm[1].

or

Enter the code.

You can use the keys "0" through "9", "*", and "#" to transmit DTMF signals.

Ending the call also deactivates DTMF suffix-dialing.
Your system may be configured so that you can start DTMF suffix dialing immediately after setting up a connection.

Automatic Connection Setup (Hotline)

If this function is configured (contact your service personnel), the system automatically sets up a connection to a preset internal or external destination.

Lift the handset.
Depending on the setting, the connection is either set up **immediately** or only **after** a preset **period of time** (hotline after a timeout).

[1] "Different Displays in a HiPath 4000 Environment (Not in HiPath 500)" → page 118

Step by Step

Reserve Trunk

If this feature is configured (contact your service personnel), you can reserve a busy trunk for your own use. When the trunk is free, you receive a call and a message appears on the display.

Precondition: The message US: "Currently busy UK: busy at the moment" appears on your screen.

Reserve trunk? ☑ Confirm.

When the reserved trunk becomes free:

Your telephone rings. The display shows "Trunk is free".

Lift the handset. You hear the CO dial tone.

Enter the number of the external station.

Assigning a Station Number (Not for U.S.)

If this function has been configured (contact your service personnel), you can selectively assign a specific number (DID number) to your telephone before making an external call. The assigned number then appears on the called party's display.

Program/Service Press the key. The LED lights up.

***41=Temporary MSN?** ☑ Select and confirm[1].

or

✱ 4 GHI 1 Enter the code.

Enter the DID number you wish to use.

Dial the external number.

[1] "Different Displays in a HiPath 4000 Environment (Not in HiPath 500)" → page 118

Step by Step

Trunk Flash (Not in HiPath 500)

To activate ISDN-type services and features (such as, "consultation hold") through the network carrier's analog trunks or those of other communication platforms, you must send a signal to the trunks before dialing the service code or telephone number.

Precondition: You have set up an external connection.

Press the key. The LED lights up.

Select and confirm[1].

or

Enter the code.

Enter the service code and/or telephone number.

[1] "Different Displays in a HiPath 4000 Environment (Not in HiPath 500)" → page 118

Step by Step

Associated Dialing/Dialing Aid

If this function has been configured (contact your service personnel), you can use a dialing aid to dial numbers and set up calls for your telephone.
The operating procedure depends on whether the dialing aid is connected to the **S_0 bus** or the **a/b (T/R) port**.

You can also use your system telephone as a dialing aid for other telephones.

Dialing aid on the S_0 bus:

On the PC, select a destination and start dialing.

The speaker on your telephone is switched on. Lift the handset when the other party answers.

Dialing aid at the a/b (T/R) port:

On the PC, select a destination and start dialing.

"Lift the handset" appears on the PC screen.

Lift the handset.

Dialing aid from your telephone for another telephone:

Program/Service

Press the key. The LED lights up.

*67=Associated dial?

Select and confirm.

or

Enter the code.

Enter the internal station number ("Dial for: ").

Enter the number you wish to dial.

Step by Step

Calling Multiple Parties Simultaneously

Calling a Second Party (Consultation Hold)

You can call a second party while engaged in a call. The first party is placed on hold.

Enquiry? ✓ — Confirm.

Call the second party.

Return to the first party:

Return to held call? ✓ — Confirm.

or

Quit and return? ✓

or

Program/Service * 0 — Press the key. The LED lights up. Enter the code. The LED goes out.

Switching to the Party on Hold (Toggle)

Toggle/Connect? ✓ — Select and confirm.

or

Program/Service * 2 — Press the key. The LED lights up. Enter the code. The LED goes out.

Combine the calling parties into a three-party conference

Conference? ✓ — Select and confirm.

or

Program/Service * 3 — Press the key. The LED lights up. Enter the code. The LED goes out.

Connecting the other parties to each other

Transfer? ✓ — Select and confirm.

Step by Step

Conducting a Conference

In a conference call, you can talk to as many as four other parties at the same time. These may be internal or external users.

Call the first party.

Start conference? ✓ Select and confirm.

Call the second party. Announce the conference.

Conference? ✓ Select and confirm.

or

Program/Service ✱ 3 Press the key. The LED lights up. Enter the code. The LED goes out.

A tone sounds every 30 seconds to indicate that a conference is in progress. Contact your service personnel for instructions on how to turn it off.

If the second party does not answer:

Return to held call? ✓ Confirm.

or

✱ 0 Enter the code.

Adding up to Five Parties to the Conference (Initiator Only)

Add party? ✓ Confirm.

Call the new party. Announce the conference.

Conference? ✓ Select and confirm.

or

Program/Service ✱ 3 Press the key. The LED lights up. Enter the code. The LED goes out.

Step by Step

Checking which Parties are in the Conference (Initiator Only)

View conf parties? ✓

Select and confirm.
The stations appear on the screen.

Exit list? ✓

Close the list: Select and confirm.

Removing Parties from the Conference (Initiator Only)

View conf parties? ✓

Select and confirm.
The stations appear on the screen.

Press the keys shown to select the required station.

For information on operation without an external keyboard, see → page 213.

Remove party? ✓

Select and confirm.

Leaving a Conference

Replace the handset.

or

Withdraw? ✓

Select and confirm.

Ending a Conference (Initiator Only)

End conference? ✓

Select and confirm.

or

Program/Service

Press the key. The LED lights up. Enter the code. The LED goes out.

Removing the ISDN Central Office Party From the Conference (Only for U.S., Not in HiPath 500)

Drop last conf. party? ✓

Select and confirm.

or

Program/Service

Press the key. The LED lights up. Enter the code. The LED goes out.

Step by Step

Transferring a Call

If the person you are speaking to wants to talk to another colleague of yours, you can transfer the call that colleague.

Enquiry? ✓ — Confirm.

Enter the number of the party to which you want to transfer the call.

Announce the call, if necessary.

Replace the handset.

or

Transfer? ✓ — Select and confirm[1].

...After a Speaker Call (Announcement) in a Group

If this function has been configured (contact your service personnel), you can use a speaker call (announcement → page 106) to announce a call in progress to a group of users → page 35.
After a member of the group has accepted the call request, you can transfer the waiting party.

Precondition: You are conducting a call.

Enquiry? ✓ — Confirm. The other party is placed on hold.

Program/Service — Press the key. The LED lights up.

*80=Speaker call? ✓ — Select and confirm.

or

✱ 8 0 — Enter the code.

Enter the group's station number.

Announce the call.
When a member of the group accepts the call → page 26, you are connected to this party.

Replace the handset.

[1] "Different Displays in a HiPath 4000 Environment (Not in HiPath 500)" → page 118

Step by Step

or

Transfer? ✓

Select and confirm[1].

If the connection between the two other parties is not established within 45 seconds, the call from the first party returns to you (recall).

[1] "Different Displays in a HiPath 4000 Environment (Not in HiPath 500)" → page 118

Step by Step

Parking a Call

You can park up to ten calls, either internal, external, or both. Parked calls can be displayed on and picked up from another telephone. This feature is useful if you want to continue a call at another phone.

Precondition: You are conducting a call.

Program/Service

Press the key. The LED lights up.

*56=Park a call?

Select and confirm.

or

*56

Enter the code.

0 ... 9

Enter the number of the park slot (0 - 9) and make a note of it. If the park slot number you entered is not displayed, it is already in use; enter another one.

Retrieving a Parked Call

Precondition: One or more calls have been parked. The telephone is idle.

Program/Service

Press the key. The LED lights up.

Retrieve call?

Select and confirm[1].

or

#56

Enter the code.

0 ... 9

Enter the park slot number you noted earlier.
If the park slot number you enter is not in use, you cannot retrieve the call.

If a parked call is not picked up, after a specific period of time the call is returned to the telephone from where it was parked (recall).

[1] "Different Displays in a HiPath 4000 Environment (Not in HiPath 500)" → page 118

Step by Step

Placing External Calls on Hold

If you have programmed a key on your telephone as a hold key → page 69, you can place external calls on hold.
This enables all other parties to retrieve the call on the assigned line.

Press the US: "Hold" or UK: "Common Hold" key.

Held on line 667

A message appears showing which line is on hold (e.g. 801); make a note of the line number.
If a trunk key has been assigned, the LED flashes slowly.

if necessary

or Release

Replace the handset or press the key.
Depending on your system configuration, this may be necessary so other users can also pick up the held call.

Picking up (Retrieving) a Held Call

Precondition: One or more calls have been parked. The telephone is idle.

Program/Service

Press the key. The LED lights up.

***63=Retrieve Trk**

Select and confirm.

or

Enter the code.

or

If you have programmed an "Retrieve Trk" key → page 69: Press the key.

Enter the line number you noted earlier.

or

If a "Trunk key" was assigned to this line → page 69: LED flashes slowly. Press the key.

Step by Step

Making Calls to Stored Destinations

Redialing a Number

The last three external telephone numbers dialed are stored automatically.
You can redial them simply by pressing a key.
The station number appears on your screen for two seconds and is then dialed.

Press the key once to dial the number last dialed.

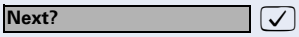
Press the key twice to dial the next to the last number dialed.

Press the key three times to dial the third-to-the-last number dialed.

Displaying and dialing saved station numbers

Press the key.

Press the dialog key shown within two seconds to confirm your choice.



The next stored number is displayed. Confirm the relevant number.

Select and confirm.

If this feature is configured (contact your service personnel), account codes entered are also saved → page 58.

Step by Step

Using a Caller List

If you are unable to accept an external or internal call, the call attempt is stored in the caller list.
You can store answered calls either manually (both internal and external calls) or automatically (external calls only), Contact your service personnel for details.
Your telephone stores up to ten calls in chronological order. Each call is assigned a time stamp. The most recent entry not yet answered in the list is displayed first. Multiple calls from the same caller do not automatically generate new entries in the caller list. Instead, only the most recent time stamp for this caller is updated and its number incremented.

Retrieving the Caller List

Precondition: The service personnel in charge set up a caller list for your telephone.

Select and confirm[1].

or

Enter the code.

The following operation is indicated by external keyboard inputs. For a description of further options, see → page 213.

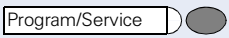
For more information on using an external keyboard, see → page 207.

Scroll to move to the next or previous entry.

Ending a retrieve operation

Select and confirm.

or



Press the key. The LED goes out.

or

Press the key. The LED goes out.

[1] "Different Displays in a HiPath 4000 Environment (Not in HiPath 500)" → page 118

Step by Step

Checking the Call Time/Additional Call Information

Precondition: You have retrieved the caller list, the call you want is displayed.

Add'l information? ✓ or Page

Select and confirm.

Press the key.

Dialing a Station Number from the Caller List

Precondition: You have retrieved the caller list, the call you want is displayed.

Call? ✓ or Enter

Select and confirm.

Press the key.

The display changes to "Phone" → page 16.

The caller is automatically deleted from the caller list when a connection is finally set up.

Removing an Entry from the Caller List

Precondition: You have retrieved the caller list, the call you want is displayed.

Delete? ✓ or Del

Confirm.

Press the key.

Saving the Other Party's Station Number in the Caller List (Redial)

Precondition: You are engaged in a call or have called an external party.

Save number? ✓ or Program/Service *82

Confirm.

Press the key. The LED lights up. Enter the code.

Step by Step

Dialing from the Internal Directory

If this function has been configured (ask the service personnel), all internal station numbers and central speed-dial numbers for which a name was assigned are stored in your internal directory.

Precondition: Names have been assigned to the station numbers stored in the system.

Lift the handset.

or

Speaker

Press the key. The LED lights up.

Phonebook?

Confirm.

or

Enter the code.

If applicable

If several directories have been configured (not in HiPath 500):

1=internal?

Confirm.

The following operation is indicated by external keyboard inputs. For a description of further options, see → page 213.

For more information on using an external keyboard, see → page 207.

a

Enter the name (or just the initial letters) of the party you want to call. Entries are not case-sensitive. The first entry that matches your input is displayed.

You will hear a short beep if there is no matching entry for the letters entered.

If applicable Back-space

Press the key to delete the letters to the left of the cursor one by one. The first entry in the directory reappears once you have deleted all letters.

If applicable

Scroll to move to the next or previous entry.

Enter

Confirm the required entry.
The station number is dialed.

Step by Step

Dialing from the Telephone Database (LDAP) (Not in HiPath 500)

If configured (ask your service personnel), you can search for directory data in the LDAP database and dial the number of any subscriber you find there.

In addition to the procedure described here, you also have the option of accessing a corporate directory based on LDAP.

For a description, see → page 137 or → page 176.

Ask the service personnel about availability and dialing rules.

Precondition: The LDAP search feature has been configured in the system.

Lift the handset.

or

Speaker

Press the key. The LED lights up.

US: Phonebook?
UK: Phonebook?

Confirm.

or

*5 4

Enter the code.

If applicable

If several directories have been configured:

2=LDAP?

Select and confirm.

The following operation is indicated by external keyboard inputs. You can enter letters via the keypad → page 212, the touchscreen keypad (→ page 157 or → page 195.

For more information on using an external keyboard, see → page 207.

a

Enter the name (or just the initial letters) of the party you want to call (up to 16 characters). Entries are not case-sensitive.

Step by Step

If applicable

If configured (ask your service personnel), you can also search for surname **and** first name. To separate surname and first name by a space, enter "0". You can enter incomplete names, e.g. "mei p" for "Meier Peter".

If applicable Back-space

Press the key to delete the letters to the left of the cursor one by one.

In large databases, the results of the search may be incomplete if too few characters are entered → page 52.

Search? ✓

Confirm.
The name is searched for. This may take a few seconds.

The result is displayed:

If only one name is found, it is displayed.

Call? ✓

Confirm.

If several names are found (max. 50), the first name is displayed.

If applicable ↑ ↓

Press the keys shown, where applicable, to select the appropriate name from the names displayed.

Call? ✓

Select and confirm.

If no name is found:

If your search does not yield any name corresponding to your query, you can extend the range of the search, for example, by deleting characters.

Change search string? ✓

Select and confirm.
For further procedure, see above.

If too many names are found:

If more than the maximum of 50 names are found corresponding to your query, only an incomplete list of results can be displayed.

You can view these results, select any of the names or change the search string (for example, narrow the search by entering more characters).

Step by Step

In this case it is advisable to narrow down the search so that all corresponding names can be displayed.

Show results? ✓ Confirm, to view the incomplete list.
For further procedure, see above.

or Narrow the search down.

Change search string? ✓ Select and confirm, in order to change the search string.
For further procedure, see above.

Step by Step

Dialing from the Personal Directory

An external keyboard is required for this procedure.
For a detailed description (for users without external keyboard), see → page 122 and → page 165.

For more information on using an external keyboard, see → page 207.

Precondition: The personal directory contains entries/ names with station numbers → page 123.

a

Enter the name (or just the initial letters) of the party you want to call. Entries are not case-sensitive.
The display changes to the personal directory and the first entry that matches the inputs is displayed.

If applicable ↑ ↓

Scroll to move to the next or previous entry.

Enter

Confirm the required entry. The number entered as default station number is dialed and the display switches to the telephone application.

Step by Step

Using Repertory Dialing Keys

Precondition: You have saved a station number on a repertory dialing key → page 66.

Press the key on which the number is saved.
If the station number is located on the second level, first press "Shift".

You can also press the repertory dial key during a call. This automatically sets up a consultation → page 40.

Using Station and System Speed-Dial Numbers

Precondition: You have stored station speed-dial numbers → page 68 or the service personnel has stored system speed-dial numbers.

Press the key. The LED lights up.

Confirm[1].

or

Enter the code.

Enter a speed-dial number.
"*0" to "*9" = station speed-dialing.
"000" to "999" = system speed-dialing (contact your service personnel).

If applicable

Suffix-dialing

If necessary, you can suffix-dial additional digits (for example, the user's extension) at the end of the saved station number.
If this feature is configured, a suffix is automatically dialed (for example, "0" for the exchange) if no entries are made within 4 or 5 seconds.

[1] "Different Displays in a HiPath 4000 Environment (Not in HiPath 500)" → page 118

Step by Step

Displaying and Assigning Call Charges

Displaying Call Charges (Not for U.S.)

For the current call:

The display usually shows call charges at the end of a call (default setting).
If you wish to display charges continuously during a call in progress, service personnel must request this feature from your carrier.
Indication of the cost of a telephone call has to be requested from the service provider and has to be installed by an authorized technician.
Depending on the setting, during or after the call, the display will show the cost of the telephone call.
Some carriers also let you display toll-free external calls. The message "Free of Charge" appears on the screen either before or during the call.
If the cost indication facility has not been installed, the display will show the dialled number and/or the length of the telephone calls.

If a call is transferred, the charges are assigned to the telephone to which the call was transferred.

For all calls and the last one conducted:

The connection charges for the last chargeable call conducted are displayed first. Five seconds later, the total accumulated connection charges appear.

Program/Service

Press the key. The LED lights up.

*65=Show call charges?

Select and confirm[1].

or

*6 5

Enter the code.

[1] "Different Displays in a HiPath 4000 Environment (Not in HiPath 500)" → page 118

Step by Step

Displaying Call Charges for Another Telephone (Not for U.S.)

If this function is configured (contact your service personnel), you can display and print the chargeable calls for other telephones (such as, a pay phone).

Precondition: You have programmed the function "View call charges" on a key → page 69.

The LED lights up to indicate that a you have conducted chargeable call since the last time you viewed the charges.

Press the "View call charges" key. The chargeable call appear on the screen.

Scroll to select the required connection.

For information on operation without an external keyboard, see → page 213.

Print? ✓
or
Delete? ✓
or
Add'l information? ✓
or
End? ✓

Select and confirm.

Step by Step

Dialing with Call Charge Assignment

You can assign external calls to certain projects.

Precondition: Service personnel has set up account codes for you.

Program/Service

Press the key. The LED lights up.

*60=Account code?

Select and confirm[1].

or

*60

Enter the code.

Enter the account code.

and

Enter.

or

#=Save entry?

Confirm.

May be necessary, depending on how your system is configured; contact your service personnel for details.

Enter the number of the external station.

You can also enter the account code during an external call.

[1] "Different Displays in a HiPath 4000 Environment (Not in HiPath 500)" → page 118

Step by Step

If You Cannot Reach a Destination ...

Using Callback

If a user is busy or is not answering, you can store an automatic callback. This feature saves you from having to make repeated attempts to reach the user.
You receive a callback,

- When the other party is no longer busy
- When the user who did not answer has conducted another call.

Storing a Callback

Precondition: You have reached a busy line or no one answers.

Set Callback? ✓ Confirm.

or

*5 8 Enter the code.

Answering a Callback

Precondition: A callback was saved. Your telephone rings. "Callback..." appears on the display.

Lift the handset.

or

Speaker Press the key. The LED lights up.

You hear a ring tone.

Checking and Canceling a Saved Callback

▷ **View callbacks?** ✓ Select and confirm[1].

or

5 8 Enter the code.

▷ **Display next?** ✓ Select and confirm the displayed function to display additional entries.

[1] "Different Displays in a HiPath 4000 Environment (Not in HiPath 500)" → page 118

Step by Step

Deleting a displayed entry:

Delete? ✓ Confirm.

Ending callback display:

End? ✓ Select and confirm.

or

Program/Service Press the key. The LED goes out.

or

Speaker Press the key. The LED goes out.

Call Waiting (Camp-On)

Precondition: You have dialed an internal number and hear a busy signal. It is important that you reach the called party.

Camp-on Wait (approx. 5 seconds) until "Camp-on" appears on the display and the busy tone is followed by the ring tone.

The called party can then respond → page 23

The called party can prevent automatic call waiting → page 23.

If this feature is configured (contact your service personnel), you will hear the ring tone and the message "Camp-on" is immediately displayed.

Step by Step

Busy Override - Joining a Call in Progress

This function is only available if it has been configured. (contact your service personnel).

Precondition: You have dialed an internal number and hear a busy signal. It is important that you reach the called party.

Override? ✓ Select and confirm.

or

*6 2 Enter the code.

The called party and person to whom this party is talking hear an alerting tone every two seconds.
If the called party has a system telephone with display, the following appears on the screen: "Override: <x> (station no. or name)".

You can now start talking.

Step by Step

Telephone Settings

For information on other settings for optiPoint 600 office, see → page 149.

Adjusting the Ring Volume

⊕ **or** ⊖ Press one of these keys while the phone is idle.

Ringer volume? ☑ Confirm.

⊕ **or** ⊖ Raise or lower the volume. Keep pressing the keys until the desired volume is set.

☑ Save.

Adjusting the Ring Tone

⊕ **or** ⊖ Press one of these keys while the phone is idle.

▷ **Ringer tone?** ☑ Select and confirm.

⊕ **or** ⊖ To adjust the ring tone: Keep pressing the keys until the desired tone is set.

☑ Save.

Adjusting the Attention Ring Volume

If you belong to a team that uses trunk keys, the telephone can alert you to other calls in the team even when you are engaged in another call → page 23. You hear the attention ring.

⊕ **or** ⊖ Press one of these keys while the phone is idle.

▷ **Attention Ring Volume?** ☑ Select and confirm.

⊕ **or** ⊖ To raise or lower the volume: Keep pressing the keys until the desired volume is set.

☑ Save.

Step by Step

Adjusting the Speakerphone to the Room Acoustics

To help the other party understand you clearly while you are talking into the microphone, you can adjust the telephone to the acoustics in your environment: "Quiet room", "Normal room" and "Noisy room".

⊕ or ⊖ — Press one of these keys while the phone is idle.

▷ Speakerphone mode? ☑ — Select and confirm.

⊕ or ⊖ — To set the room type: Keep pressing these keys until the setting you want appears on the screen.

☑ — Save.

Selecting the Language of Screen Prompts

You can change the dialog language in the "Phone" tab. To change the language in local applications, see → page 151.

Program/Service — Press the key. The LED lights up.

▷ More features? ☑ — Confirm.

▷ *48=Select language? ☑ — Confirm.

or

*4GHI 8TUV — Enter the code.

▷ 15=Spanish? ☑ — Select the language you wish to use (such as, "Spanish") and press the dialog key to confirm.

Adjusting the Display to a Comfortable Reading Angle

You can swivel the display unit. Adjust the display unit so that you can clearly read the screen.

Step by Step

Locking the Telephone to Prevent Unauthorized Use

You can prevent unauthorized persons from using your telephone and its electronic notebook during your absence.

Precondition: You must have configured a personal identification number (PIN) for your telephone
→ page 65.

To lock and unlock the telephone:

Changeover on? ✓

Select and confirm.

or

Changeover off? ✓

or

✱ 6 6 **or** # 6 6

Enter the code for "on" or "off".

Enter the telephone lock PIN → page 65.

While the telephone is locked, a special dial tone sounds when you lift the handset. You can continue to dial internal numbers as usual.

Your telephone can also be locked or unlocked again by an authorized party → page 92.

Step by Step

Saving Your PIN

To use the functions
- to prevent unauthorized persons from using your telephone → page 64
- to use another telephone like your own → page 85
- to change your station number → page 87

you need to enter a personal identification number, which you can save yourself.

Program/Service

Press the key. The LED lights up.

*93=Change PIN?

Confirm[1].

or

Enter the code.

Enter the current five-digit PIN.
If you have not yet assigned a PIN, use the PIN "00000" the first time you enter it.

Enter the new PIN.

Repeat the new PIN.

If you forget your PIN, contact your service personnel, who can reset your PIN to "00000".

[1] "Different Displays in a HiPath 4000 Environment (Not in HiPath 500)" → page 118

Step by Step

Saving Station Numbers, Functions, Procedures and Appointments

You can save a frequently-dialed number, or frequently-used functions/procedures (comprising several operating steps) to any free key on your telephone or add-on device.

Saving Repertory Dialing Numbers on a Key

You can program keys on two separate levels (switching levels, saving the Shift key → page 69) if a LED display is not saved for either station number (=Save without LED).

If you save internal station numbers, you can save a LED display (=Save with LED) that signals various states → page 70, → page 103. You cannot program the second level if you saved a station number with LED display.

Program/Service

Press the key. The LED lights up.

*91=Prog. feature key?

Select and confirm.

or

*9WXY 1

Enter the code.

Press the key. If the relevant key is already programmed, the programmed function appears on the screen.

If applicable

+=Next layer?

Select and confirm to save the station number on the second layer.

Change key?

Confirm.

Repdial key?

Confirm.

Enter the station number.

If you make a mistake:

Previous?

Select and confirm. This deletes all digits entered.

Step by Step

The system telephone automatically recognizes if you want to save an internal or an external station number. The options "Save without LED" or "Save with LED" are only available for internal station numbers.

Save with LED? ✓ Confirm.

or

Save without LED? ✓ Select and confirm to save the repdial key without LED display.

Exit? ✓ Confirm.

or

Another key? ✓ Select and confirm.

or

Clear key? ✓ Select and confirm.

Simply press the key to dial a stored telephone number → page 55.

You can do this while a call is in progress.

For information on display messages when saving station numbers → page 223.

Step by Step

Storing Station Speed-Dial Numbers

You can store the ten numbers which you use the most and dial them using your own station speed-dial numbers: ∗0 through ∗9 → page 55.

Program/Service

Press the key. The LED lights up.

∗92=Change Speed Dial? ☑

Select and confirm[1].

or

∗ 9 2

Enter the code.

Enter the speed-dial number you wish to use (∗0 to ∗9). If the speed-dial number is already in use, the programmed station number appears on the screen.

Change entry? ☑

Confirm.

First enter the external code and then the external station number.

Save entry? ☑

Confirm.

or

If you make a mistake:

Previous? ☑

Select and confirm. This deletes all digits entered.

Next entry? ☑

Confirm.

or

Change entry? ☑

Select and confirm.

or

Delete? ☑

Select and confirm.

or

End ☑

Select and confirm.

[1] "Different Displays in a HiPath 4000 Environment (Not in HiPath 500)" → page 118

Step by Step

Assigning Functions to Keys

Program/Service

Press the key. The LED lights up.

✳91=Prog. feature key? ✓

Select and confirm.

or

✳ 9 1

Enter the code.

Press the key. If the relevant key is already programmed, the programmed function appears on the screen.

Change feature? ✓

Confirm.

✓

Select and confirm function, for example, "Do not disturb".
All programmable functions appear on the screen. See Quick-Reference Operating Instructions (Appendix): section ... about function keys.

if necessary

Store incomplete feat? ✓

Select and confirm.
Some functions (such as, "Call forwarding") accept incomplete entries. You must then add supplementary digits when you activate the function later by pressing the relevant key.

End? ✓

Confirm.

or

Program another key? ✓

Select and confirm.

Now press the key to access the function directly. Certain functions, such as, "Do not disturb", can be enabled and disabled like radio buttons. For example, press once to enable the function and then a second time to disable it.

For information on display messages when saving functions → page 223

Step by Step

Meaning of LED Signals for Saved Functions:

Call forwarding, Forwarding - trunk, Forward Line Key, US: Night Service UK: Night Service, Do not disturb, Changeover,Advisory message, Ringer cut-off, HF answerback on/off, US: Hunt group join/leave UK: Hunt group join/leave, Caller ID suppression, Call wait.term., Camp on tone OFF, Ring Transfer, Door opener on/off, Control Relay (not in HiPath 500), Ringing group on, Shift Key, UCD (Available on/off, Work on/off, Night answer on/off):

Saved function is not active.

Saved function is active.

Callback:

You have not set a callback.

You have set a callback.

US: Microphone On/Off UK: Microphone On/Off:

The microphone is switched on.

The microphone is switched off.

Headset:

The headset is switched off.

The headset is switched on.

Flashing slowly - call can be taken via headset.

Caller list:

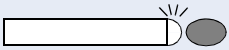
No calls saved.

Call request saved.

Repdial key (internal), Direct station select:

The other party is not engaged in a call.

The other party is engaged in a call or has activated do not disturb.


Flashing rapidly - A caller is trying to reach you, please pick up the phone.
Flashing slowly - A caller is trying to reach another party, who has not yet answered.

Mailbox:

No messages present.

Message(s) present.

Call Key, General Call Key, Trunk key, MULAP Key, Temporary MSN:

No call on assigned trunk.

Step by Step

Active call on assigned trunk.

Flashing rapidly- A call has arrived on this line; press the key to pick up the call.
Flashing slowly - A call on this line was placed on hold.

Trunk group key

At least one trunk is free.

All trunks in the trunk group are busy.

View call charges:

No chargeable calls have been made since the last time call charges were displayed.

Chargeable calls have been made since the last time call charges were displayed.

Call forwarding, Forward Line Key:

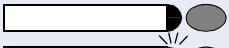
Flashing slowly - Either you or your trunk is the destination of a forwarded call.

Fax details:

No fax received or no message on answering machine.

Fax received or message on answering machine.

View number of calls:



No callers waiting

Flashing rapidly - Callers waiting (a certain number is exceeded).
Flashing slowly - Callers waiting (a certain number was reached).

The following functions are assigned to keys which have no LED:
Repdial key (external), **Procedure key,** Trace call, Speed dial, Release call, Clear, US: Telephone Lock UK: Telephone Lock, Send Message, US: Phonebook UK: Phonebook (1=internal, 2=LDAP (not in HiPath 500)), Call waiting, US: Toggle UK: Shuttle, Conference, Speaker call, Retrieve line, Reserve trunk, Release trunk, Temporary Phone, Override, Call Park, Pickup - directed, Pickup - group, Account code, Show call charges, Page (not in HiPath 500), Answer page, Timed reminder, Open door, DTMF dialing, Recall-key, Room monitor, Hold key, Enquiry, Associated dial, Associated serv., Tel. data service (not in HiPath 500), Relocate, Mobile Logon (HFA only).

Step by Step

Assigning a Procedure (Operating Steps) to a Key

Station numbers and functions which require additional inputs, i.e. comprise several operating steps, can be saved to a single key on your telephone.

Using the associated dial function, for example → page 39, you can save all the remaining inputs required (station number of the calling party + the station number to be dialed) to a single key.
Station numbers which require additional inputs but also dial pauses can also be stored.

Program/Service

Press the key. The LED lights up.

*91=Prog. feature key? ✓

Select and confirm.

or

*9WXY1

Enter the code.

Press the key. If the relevant key is already programmed, the programmed function appears on the screen.

Change feature? ✓

Confirm.

Procedure key? ✓

Confirm.

Enter the procedure, for example, "***67 231 089123456**".
*67= code for associated dial
231= station number of the calling party
089123456 = number to be dialed.

if necessary

Redial

To insert pauses, press this key (a "P" is displayed).

US: Save entry? ✓
UK: Save? ✓

Confirm.

or

If you make a mistake:

Previous? ✓

Select and confirm. This deletes all digits entered.

End? ✓

Confirm.

or

Program another key? ✓

Select and confirm.

Step by Step

Select the stored procedure by pressing a key. Procedures containing functions which can be switched on/off can be activated by pressing the key, and deactivated by pressing the same key again.

You can also press a procedure key during a call. The stored digits are automatically sent as DTMF signals → page 36.

For information on display messages when saving functions → page 223

Step by Step

Saving Appointments

You can tell your telephone to give you a call when you want to be reminded of an appointment → page 26. To do this, you need to save the time you want the call to be made. You can enter a single appointment that will take place in the next twenty four hours, or you can enter a daily recurring appointment.

Program/Service

Press the key. The LED lights up.

***46=Timed reminder on?** ✓

Confirm.

or

*46

Enter the code.

Enter the time in four-digit format, for example, 0905 for 9:05 (= 9.05 a.m.) or 1430 for 14:30 (= 2.30 p.m.).

If applicable 2 **or** 7

If the selected language is "UCD <x>" (configure → page 63) you can enter the code 2 for "am" or 7 for "pm" (standard = "am").

One time only? ✓

Confirm.

or

Daily? ✓

Select and confirm.

US: Save entry? ✓
UK: Save? ✓

Confirm.

Deleting and checking a saved appointment:

Program/Service

Press the key. The LED lights up.

#46=Timed reminder off? ✓

Confirm.

or

#46

Enter the code.

Delete? ✓

Confirm.

or

End? ✓

Select and confirm.

Step by Step

Testing the Telephone

Testing the Telephone Functions

You can test your telephone functions.

Precondition: Your telephone is idle.

Program/Service — Press the key. The LED lights up.

*940=Phone test? — Select and confirm.

or

*940 — Enter the code.

If everything is OK,
- all LEDs on the telephone start flashing, including the ones on the key module (only the Program/Service menu LED lights up);
- your station number appears on the screen;
- all pixels in the display are activated;
- the ringer signal sounds.

Checking the Key Assignments

You can check the assignment of keys on your telephone to see which functions are programmed on which keys.

Program/Service — Press the key. The LED lights up.

*91=Prog. feature key? — Select and confirm.

or

*91 — Enter the code.

Press the key. The key assignment appears on the screen.

Program another key? — Select and confirm.

or

End? — Select and confirm.

Step by Step

Call Forwarding

Using Variable Call Forwarding

You can immediately forward internal or external calls to different internal or external telephones (destinations). (External destinations require special configuration in the system.)

Special features must be taken into consideration if your telephone operates with HiPath 5000 (system networking via PC network) → page 113!

Forwarding on? ✓ or *1 — Select and confirm. / Enter the code.

1=all calls? ✓ or 2=external calls only? ✓ or 3=internal calls only? ✓ or 1 or 2 or 3 — Select and confirm. / Enter the code.

Enter the destination number.

US: Save entry? ✓ / UK: Save? ✓ — Confirm.

Deactivating call forwarding:

Forwarding off? ✓ or #1 — Select and confirm. / Enter the code.

Step by Step

When call forwarding is active, a special dial tone sounds when you lift the handset.

If DID DTMF is active (contact your service personnel), you can also forward calls to this destination. Destinations: fax = 870, DID = 871, fax DID = 872.

If you are a call forwarding destination, your display will show the station number or the name of the originator on the upper line and that of the caller on the lower line.

Using Call Forwarding No Reply (CFNR)

Calls that are not answered after three rings (=default, can be adjusted by service personnel) or that are received while another call is ongoing can be automatically forwarded to a specified telephone.

Program/Service

Press the key. The LED lights up.

More features? ✓

Select and confirm.

CFNR on? ✓

Select and confirm.

or

✱ 4 9 5

Enter the code.

Enter the destination number.

- Enter the internal station number for internal destinations.
- Enter the external code and the external station number for external destinations.

US: Save entry? ✓
UK: Save? ✓

Confirm.

Deactivating Call Forwarding No Reply

CFNR off ✓

Select and confirm.

or

4 9 5

Enter the code.

If CFNR is enabled, the following briefly appears on the display when you replace the handset:
"US: CFNR to: <x>",
UK: "CFNR TO: <x>".

Step by Step

Using Night Answer

If appropriately authorized, you can activate night answer mode to forward all external calls straight to a specific internal telephone (night station), for example, during your lunch break or after office hours. The night station can be defined by the service personnel (default night answer service) or by you (temporary night answer service).

Special features must be taken into consideration if your telephone operates with HiPath 5000 (system networking via PC network) → page 114!

Activate:

Night answer on? ✓

Select and confirm.

or

*4ghi 4ghi

Enter the code.

*=default? ✓

Press the " " dialog key to confirm (=standard night answer service)

or

*

Enter the code (= standard night answer service).

or

Enter the destination number (= temporary night answer).

US: Save entry? ✓
UK: Save? ✓

Confirm.

Deactivate:

Night answer off? ✓

Select and confirm.

or

#4ghi 4ghi

Enter the code.

Service personnel can also configure an "automatic night answer service". The automatic night answer service activates at specific times for your telephone depending on how it is programmed.
You can deactivate the automatic night answer service or replace it with a night answer service you configured (see above).

Step by Step

Call Forwarding in the Carrier Network and Forwarding Multiple Subscriber Numbers (MSN) (Not for U.S.)

If this function has been configured (contact your service personnel), you can forward calls to your assigned multiple subscriber number (MSN) (DID number) directly within the carrier network.
For example, you can forward your phone line to your home phone after business hours.

Trunk FWD on? ✓
or
✱ 6 mno 4 ghi

Select and confirm.

Enter the code.

1=immediate? ✓
or
2=on no answer? ✓
or
3=on busy? ✓
or
1 or 2 abc or 3 def

Select and confirm the line type you wish to use.

Enter the code.

Enter your DID number.

Enter the destination number (without the external code).

Save entry? ✓

Confirm.

Deactivating call forwarding:

Trunk FWD off? ✓
or
6 mno 4 ghi

Select and confirm.

Enter the code.

✓
or
1 or 2 abc or 3 def

Confirm the displayed call forwarding type.

Enter the activated call forwarding type.

Enter your DID number.

Step by Step

Call Forwarding in the Event of a Telephone Malfunction

Only for HFA connections (ask the service personnel).

If this feature is configured (ask the service personnel), you can define an internal or external call forwarding destination that becomes effective when your telephone is not working.

Program/Service

Press the key. The LED lights up.

*9411=CFSS on ✓

or

Select and confirm.

*9411

Enter the code.

Enter the destination number.

Save entry? ✓

Confirm.

Deactivating call forwarding/deleting a destination:

Program/Service

Press the key. The LED lights up.

#9411=CFSS off ✓

or

Select and confirm.

#9411

Enter the code.

Delete? ✓

Confirm to deactivate call forwarding and delete the forwarding destination.

or

Exit? ✓

Select and confirm to deactivate call forwarding without deleting the forwarding destination.

Changing the call forwarding destination (if forwarding is active):

Program/Service

Press the key. The LED lights up.

*9411

Enter the code.

US: Change? ✓

UK: Change entry? ✓

Confirm.

Step by Step

Change the station number of the destination.

US: Save entry? ✓

UK: Save? ✓

Confirm.

Step by Step

Using Other Functions

Sending a Message

You can send short text messages (infotexts) to single users or groups of users who have system telephones. On system telephones with no display (for example, optiPoint 500 entry), on ISDN, pulse or tone dialing telephones, transmitted text messages will be saved as a callback request.

Creating and Sending a Message

Send Message? ✓

or

*6 8

Select and confirm.

Enter the code.

Enter the internal station number of the recipient or group.

Please callback ✓

or

0 ... 9

Select and confirm the preprogrammed message (which can be changed by the service personnel).

Enter the code directly.
The codes appear on the screen, next to the messages to which they are assigned.

or

Enter message text? ✓

A B C

Select and confirm.

Enter text (max. 24 characters) via the external keyboard.

For an overview of the external keyboard's key functions, see → page 207.

For information on how to enter text via the keypad, see → page 212.

if necessary Backspace

Delete characters to the left of the cursor one by one.

After entering text:

Send? ✓

Confirm.

Step by Step

Deleting/Displaying the Message Sent

View sent message? ✓	Select and confirm.
or	
#mno6 tuv8	Enter the code.
▷ ✓	Follow the display prompts.

Texts sent to groups can be deleted only by the originator.

Answering Messages

"Messages received:" appears on your screen, along with an indication of the length.

Display Messages? ✓	Confirm.
▷ ✓	Follow the display prompts.

Step by Step

Leaving an Advisory Message

You can leave an advisory message on your telephone screen for internal callers who want to reach you while you are away from your desk.
When another party calls you, the message appears on the caller's screen.

Advisory msg. on? ✓ — Select and confirm.

or

✱ 6 MNO 9 WXYZ — Enter the code.

Will return at: ✓ — Select and confirm the preprogrammed message (which can be changed by the service personnel).

or

0 ... 9 WXYZ — Enter the code directly.
The codes appear on the screen, next to the messages to which they are assigned.

You can add numeric input to preprogrammed messages that end in a colon.

or

Enter message text? ✓ — Select and confirm.

A B C — Enter text (up to 24 characters).

For an overview of the external keyboard's key functions, see → page 207.

For information on how to enter text via the keypad, see → page 212.

if necessary Backspace — Delete characters to the left of the cursor one by one.

US: Save entry? / UK: Save? ✓ — Confirm.

Deleting Advisory Messages

Advisory msg. off ✓ — Select and confirm.

or

6 MNO 9 WXYZ — Enter the code.

or

[ ] — If you have programmed an "Absence Text OFF" key → page 69: The LED lights up. Press the key.

Step by Step

Using Another Telephone Like Your Own for a Call

Other people can temporarily use your telephone for outgoing calls as though it were their own.

Program/Service

Press the key. The LED lights up.

*508=Temporary Phone?

Select and confirm[1].

or

*508

Enter the code.

Enter the other user's station number.

Enter the other user's telephone lock PIN.→ page 65.

if necessary

Change password

Users who have not yet selected a personal identification number are prompted to do so on their own telephones.

Dial the external number.

This state is canceled at the end of the call.

[1] "Different Displays in a HiPath 4000 Environment (Not in HiPath 500)" → page 118

Step by Step

Using Another Telephone Like Your Own for an Extended Period of Time (Mobility)

Only for HFA connections (ask the service personnel).
For $U_{P0/E}$ connections, see → page 87.

If this feature is configured, you can use a random as your own telephone. Your station number including all settings (for example, programmed keys) are transferred.

Precondition: You have received a mobile station number and, where applicable, a password (ask the service personnel).

Program/Service — Press the key. The LED lights up.

*9419=Mobile Logon ✓ — Select and confirm.

or

*9419 — Enter the code.

Enter your mobile station number.

If applicable — Enter the logon password.

If applicable # — Press the key.

or

Entry complete? ☑ — Confirm.

Logging off

#9419=Mobile Logoff ☑ — Select and confirm.

or

#9419 — Enter the code.

Step by Step

Change station number (Relocate)

Only for $U_{P0/E}$ connections (ask the service personnel).
For HFA connections, see → page 86.

You can put your station number on every other available telephone when it is set up (ask the service personnel).
Your previous telephone then receives the old station number of your new telephone. The station number together with the settings (for example, programmed keys) of the telephone are changed.

Precondition: Your old and new telephone are the first telephones at each connection. The telephones are idle.

The following procedure is carried out on the new telephone.

Program/Service

Press the key. The LED lights up.

*9419=Relocate?

Select and confirm.

or

*9419

Enter the code.

Enter your own station number.

Enter the telephone lock PIN → page 65.
(This is not necessary if you have not determined a code yet).

Complete relocate

Confirm.

or

#9419

Enter the code.

If you exchange station numbers from different system telephones, all programmed keys are replaced with the default assignment.
You can, however, connect your telephone to another connection and carry out the procedure.

Step by Step

Moving with an HFA connection

You can connect your telephone to any other LAN connection within a subnet (ask your system administrator) and can make and receive calls immediately.

Fax Details and Message on Answering Machine

If a fax or answering machine is connected to your system and you have assigned the "Fax details" function to a programmable key → page 69, the key lights up when a fax or a message has been received.

Deactivating indication:

Press the illuminated "Fax details" key. The LED goes out.

Step by Step

Resetting Services and Functions (System-Wide Cancellation for a Telephone)

There is a general reset procedure for activated functions. The following functions are canceled, if they were activated:

- Forwarding on
- Advisory msg. on
- Ringing group on
- Hunting group off
- Suppress call ID
- Waiting tone off
- DND on
- Ringer cutoff on
- Messages received:
- View callbacks

Program/Service

Press the key. The LED lights up.

#0=Reset services?

Select and confirm[1].

or

0

Enter the code.

Silent Monitor ($U_{P0/E}$ only)

If this function has been configured (contact your service personnel), you can join a call already in progress at an internal station and listen in unnoticed.

Enter the code.

Enter the internal station number.

[1] "Different Displays in a HiPath 4000 Environment (Not in HiPath 500)" → page 118

Step by Step

Monitoring a Room

A telephone can be used to monitor a room. The function must be activated on the telephone that you want to monitor.
Calling this telephone lets you hear what is going on in the room.

Activating the telephone to be monitored:

Program/Service

Press the key. The LED lights up.

*88=Room monitor?

Select and confirm.

or

Enter the code.

You can either leave the telephone in speakerphone mode or lift the handset and leave it directed towards the noise source.

Deactivating the telephone to be monitored:

Program/Service

Press the illuminated key. The LED goes out.

or

Replace the handset.

Monitoring the room:

Enter the internal number if the telephone in the room you wish to monitor.

Step by Step

Activating Functions for Another Telephone

This feature is also known as associated service.

- Do not disturb, code: ∗97/#97 → page 27
- Call forwarding, code ∗11, ∗12, ∗13/#1 → page 76
- Locking and unlocking telephone, code: ∗66/#66 → page 64
- Group ringing, code: ∗81/#81 → page 106
- Leave an advisory message, code: ∗69/#69 → page 84
- Group call, code: ∗85/#85 → page 106
- Reset services and functions, code #0 → page 89
- Control relay, code: ∗90/#90 → page 97
- Night service, code: ∗44/#44 → page 78
- Timed reminders, code ∗65 → page 74

Program/Service

Press the key. The LED lights up.

∗83=Associated serv.?

Select and confirm.

or

∗ 8 3

Enter the code.

Enter the internal number of the telephone for which you want to activate the function.

Enter the code, such as, ∗97, for "Do not disturb on".

Follow the prompts on the screen for any further input.

Step by Step

Locking Another Telephone to Prevent Unauthorized Use

If this function has been configured (contact your service personnel), you can lock other telephones to prevent unauthorized use, and later unlock them again.

You can use this function to unlock the telephone for users who have locked their telephones and then forgotten their PINs.

Program/Service

Press the key. The LED lights up.

*943=Telephone Lock?

or

Confirm[1].

* 9 4 3

Enter the code.

Enter the internal number of the telephones that you want to lock or unlock.

*=lock phone?

or

#=unlock phone?

or

Confirm.

* or #

Enter the code.

[1] "Different Displays in a HiPath 4000 Environment (Not in HiPath 500)" → page 118

Step by Step

Using System Functions from the Outside (DISA: Direct Inward System Access)

If this function has been configured (contact your service personnel), you can set up external outgoing calls from outside the system, just like an internal user. You can also activate and deactivate the following functions in your system:

- Reset services and functions, code #0 → page 89
- Call forwarding, code: ∗1/#1 → page 76
- Locking and unlocking telephone, code: ∗66/#66 → page 64
- Save PIN, code: ∗93 → page 65
- Send a message, code: ∗68/#68 → page 82
- Leave an advisory message, code: ∗69/#69 → page 84
- Group ringing, code: ∗81/#81 → page 106
- Group call, code: ∗85/#85 → page 106
- Suppress caller ID, code: ∗86/#86 → page 35
- Waiting tone, code: ∗87/#87 → page 24
- Open door, code: ∗61 → page 30
- Door opener on/off, code: ∗89/#89 → page 31
- Control relay, code ∗90/#90 → page 97
- Do not disturb, code: ∗97/#97 → page 27
- Ringer cutoff function, code: ∗98/#98 → page 28
- Speed-dialing, code: ∗7 → page 55
- Associated service, code: ∗83 → page 91

Precondition: You have a telephone that uses tone dialing (DTMF dialing) or you can switch your telephone to tone dialing. The telephone is not connected to the system.

Set up a call to the system. Enter the station number (contact your service personnel).

Wait for a continuous tone (if necessary switch the telephone to tone dialing), then enter the internal number that has been assigned to you and the associated PIN.

Enter the code (necessary only if programmed in the system).

Step by Step

Wait for a dial tone and then enter the code, such as, *97, for "Do not disturb on". Make other inputs as necessary; (refer to the operating instructions for pulse and DTMF telephones).

or

Dial the external number.

You can only execute one function at a time, or set up only one outgoing connection.
The connection is immediately released after successful activation of a function.
In the case of an external-external call, the connection is released as soon as either of the parties ends the call.

Step by Step

Using Functions in ISDN via Code Dialing (Keypad Dialing)

If authorized (contact your service personnel), you can set ISDN functions via code dialing in some countries.

Program/Service

Press the key. The LED lights up.

*503=Keypad dialing?

Select and confirm.

or

*503

Enter the code.

Enter the number of the trunk you wish to use (contact your service personnel).

Entering a code for required ISDN function.

Contact your network provider to find out which ISDN functions can be code-controlled in your country.

Siemens AG shall not be liable for damages/ costs which may be incurred by fraudulent activities or remote operation (for example, toll fraud).

Step by Step

Controlling Connected Computers or Other Programs and Telephone Data Service (Not in HiPath 500)

If this function has been configured (contact your service personnel), you can control connected computers or programs running on them, such as hotel services or information systems, from your telephone.

Precondition: You have set up a connection.

Program/Service

Press the key. The LED lights up.

*42=Waiting calls: <x>?

Confirm.

or

*4ghi 2abc

Enter the code.

The connected computer now prompts you to enter the data, which you can do in one of two ways. Contact your service personnel to find out which option is programmed in your system:

- Input in en-bloc mode

0 ... 9wxyz

Enter data.

#

Press this key at the end of the entry.

or

Entry complete?

Confirm.

or

- Input in online mode:
  The connected computer processes your entries directly.

#

Enter the code.

0 ... 9wxyz

Enter data.

Step by Step

Controlling Relays (Not in HiPath 500)

If this function has been configured (contact your service personnel), you can turn up to four relays on and off to control different facilities (such as a door opener). Depending on how they are programmed, you can switch the relays on and off or switch them on and have them switched off automatically after a timeout.

Special features must be taken into consideration if your telephone operates with HiPath 5000 (system networking via PC network) → page 116!

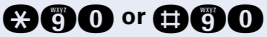
*90=Control Relay On?

Select and confirm.

or

#90=Control Relay Off?

or



Enter the code for "on" or "off".

Enter the relay.

Sensors (HiPath 3300/3350/3500/3550 Only)

If this function has been configured (contact your service personnel), sensors detect signals, causing your phone to ring and a message to appear on your screen.

Radio Paging (Not for U.S., Not in HiPath 500)

If paging equipment is connected to your system (contact your service personnel), you can contact people via their pocket receivers.

The pocket receiver indicates to the person you are looking for that someone is trying to get in touch. The person you page can then go to the nearest telephone and call you.

The operating procedures differ according to the type of radio paging equipment connected (simple or enhanced paging equipment).

Step by Step

Simple Paging Equipment

Paging:

To be paged, you must have activated a call ringing group → page 109, call forwarding → page 76, or call redirection (ask the service personnel) to the internal station number of your paging equipment.
A call request is then signaled automatically.

Answering the page from the nearest telephone:

Lift the handset.

Enter the code.

Enter your own station number.

Enhanced Paging Equipment (HiPath3700/ 3750/3800 Only)

Paging:

Program/Service

Press the key. The LED lights up.

*45=Page?

Select and confirm.

or

Enter the code.

Enter the number of the party you want to page.

1=Display information?

Select and confirm.

or

2=Text?

Answering the page from the nearest telephone:

Lift the handset.

Program/Service

Press the key. The LED lights up.

#45=Answer page?

Select and confirm.

or

Enter the code.

Enter your own station number.

Step by Step

Team and Executive/Secretary Functions with Trunk Keys

If this function has been configured (contact your service personnel), you belong to a team of users for whom special keys were programmed:

- Trunk keys (MULAP keys)
- Direct station selection keys
- Group call key
  (not on the executive telephone in an executive/secretary team)
- Ring transfer keys
  (only in an executive/secretary team)

As a team member, you can also program these keys yourself ("MULAP Key", "Direct station select", "US: Hunt group join/leave UK: Hunt group join/leave", "→ page 69: on/off"). You can also program a call forwarding key ("Forward Line Key") for each line.

Using Trunk Keys

A separate trunk is assigned to each team member. All other team members have the same trunk keys for these trunks on their telephones. This means that every team member can use all programmed trunk keys. Each team member can also be reached under a separate station number, if one was assigned.

Meaning of LED Indications on Trunk Keys:

Trunk key LED is off - Trunk is free and can be used.

or

Trunk key LED is lit - Trunk is in use.

or

Trunk key LED is flashing **rapidly** - A call on the trunk needs to be answered.

or

Trunk key LED is flashing **slowly** - A call on hold is waiting.

Step by Step

Answering Calls with Trunk Keys

Precondition: Your telephone is ringing and/or the trunk key is flashing rapidly.

if necessary

Press the rapidly flashing trunk key.
This is not necessary if the trunk is automatically assigned to you when you lift the handset or press the "Loudspeaker" key; in this case the assigned trunk key lights up.

Lift the handset.

or On-hook: Use speakerphone mode.

Making Calls with Trunk Keys

if necessary

Press the free trunk key that you want to use to set up your call.
This is not necessary if the trunk is automatically assigned to you when you lift the handset or press the "Speaker" key; in this case the assigned trunk key lights up.

Dial the station number.

When the other party answers: Lift the handset.

or On-hook: Use speakerphone mode.

Using a Trunk Key to Place a Call on Hold and Retrieve it Again

Precondition: You are conducting a call over a trunk in your group. The US: "Hold" UK: "Common Hold" key has been programmed on your telephone → page 69.

Placing a call on hold:

Press the US: "Hold" UK: "Common Hold" key.

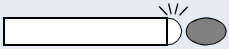
if necessary

or

Replace the handset or press the key.
Depending on the configuration (contact your service personnel), this may be necessary so other team members can also pick up the call on hold.

Step by Step

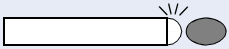
Retrieving the call:



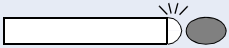
Press the slowly flashing trunk key.

Switching Between Phone Calls on Multiple Trunks

Precondition: You are conducting a call over a trunk in your group. Another trunk key starts flashing.



Press the flashing trunk key. The first party is placed on hold on the other trunk.



Press the slowly flashing trunk key. The second party is placed on hold.

You can switch between the two call as many times as you wish. Always press the slowly flashing trunk key.

Forwarding Calls on Lines

You can immediately forward internal or external calls on your lines to different internal or external telephones (destinations); even external destinations are possible in certain system configurations.
Activating call forwarding for one trunk activates the function for all trunk keys assigned to this trunk in your group.

Press the key. The LED lights up.

Select and confirm.

or

Enter the code.

Press the trunk key you wish to use.

or

Enter the number of the trunk you wish to use.

or

If available. Press the "Forward Line Key".
(You have stored the incomplete "Forward Line Key" function on the key, excluding the call forwarding type and destination → page 69.)

Confirm.

Step by Step

or

2=external calls only? ✓

or

3=internal calls only? ✓

or

1 or 2 or 3 Enter the code.

Enter the destination number.

US: Save entry? ✓

UK: Save? ✓

Confirm.

or

If available. Press the "Forward Line Key" key. (You have stored the call forwarding type and destination on the "Forward Line Key" key → page 69.)

Deactivating call forwarding:

Program/Service Press the key. The LED lights up.

#501=Forward Line: On? ✓

Select and confirm.

or

5 0 1 Enter the code.

Press the trunk key you wish to use.

or

Enter the number of the trunk you wish to use.

or

If available. Press the "Forward Line Key" key.

If you have activated call forwarding for a trunk, a special dial tone sounds when the line is seized.

Meaning of LED Indications on the "Forward Line" Keys:

The LED on the "Forward Line Key" key is off - call forwarding is not active for this trunk.

or

The LED on the "Forward Line Key" key is lit - call forwarding is active for this trunk.

or

The LED on the "Forward Line Key" key is flashing **slowly** - the trunk is a call forwarding destination.

Step by Step

Using DSS Keys

Each team member has a DSS key for every other member in the team.
This enables every team member to reach all other members of the team directly, simply by pressing a key.

meaning of LED indications;

LED on the DSS key is off - the team member is not engaged in a phone call.

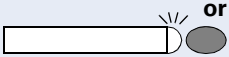
or

LED on the DSS key is lit - the team member is engaged in a phone call or has activated do not disturb.

or

LED on the DSS key is flashing **rapidly** - a call has arrived for you and needs to be answered.

or



LED on the DSS keys is flashing **slowly** - a caller is trying to reach another member of your team, who has not yet answered.

Using DSS Keys to Answer Calls

Precondition: Your telephone is ringing and/or a DSS key is flashing.

if necessary

Press the flashing DSS key.
This is not necessary if you are receiving a DSS call and the DSS key is flashing rapidly.

Lift the handset.

or

On-hook: Use speakerphone mode.

Calling a Team Member Directly

Press the direct station selection key.

or

If the team member you wish to reach is engaged in another call, the DSS key on your telephone is illuminated. You can make the call even in this case.

When the other party answers: Lift the handset.

or

On-hook: Use speakerphone mode.

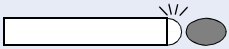
Step by Step

Transferring a Call in Progress

Press the DSS key and announce the call, if desired.

Replace the handset or press the key.

Accepting a Call for Another Team Member



Press the flashing DSS key or trunk key.

Lift the handset.

On-hook: Use speakerphone mode.

Joining or Leaving a Group Call (not on the executive telephone in an executive/secretary team)

By default, your telephone rings when a call arrives on your line.
If you want your phone to ring even when calls arrive on other lines, you can turn your ringer on and off for each line in your group → page 106.

Your telephone rings (one time only or every four seconds) even when you are engaged in another call (attention ring volume → page 62).

Step by Step

Transferring Calls Directly to the Executive (Only in an Executive/ Secretary Group)

Normally, audible signaling of all calls for the executive is heard only in the secretary's office.
You can activate audible signaling so that calls are only signaled on the executive telephone and on a second telephone assigned to it.

Activate:

Press the "Ring Transfer" key. The LED lights up.

or

Program/Service

Press the key. The LED lights up.

*502=Ring Transfer: On?

Select and confirm.

or

*502

Enter the code.

Press the trunk key you wish to use.

or

Enter the number of the trunk you wish to use.

Deactivate:

Press the "Ring Transfer" key. The LED goes out.

or

Program/Service

Press the key. The LED lights up.

#502=Ring Transfer: Off?

Select and confirm.

or

#502

Enter the code.

Press the trunk key you wish to use.

or

Enter the number of the trunk you wish to use.

Step by Step

Using Other Team Functions

Turning Group Call On and Off

If this function has been configured (contact your service personnel), you belong to one or more user groups that can all be reached at a hunt group or group station number.
Incoming calls are signaled on all group member telephones in the order in which they are received (hunt group) or simultaneously (= group call) until one member of the group accepts the call.
You can also belong to a team (including executive/secmretary ones) in which station numbers are programmed on trunk keys → page 99.

Each member of the group remains available under his or her own station number.

You can activate and deactivate the audible signal for a hunt group, group call or individual trunks in a group (including an executive/secretary team).
If the LED on a programmed "US: Hunt group join/leave UK: Hunt group join/leave" key is illuminated → page 69, this means that the audible tone was activated for at least one group.

Special features must be taken into consideration if your telephone operates with HiPath 5000 (system networking via PC network) → page 112!

Step by Step

You belong to a hunt group or a group call:

Leave hunt group? ✓ or Join hunt group? ✓

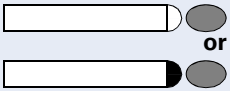
Select and confirm[1].

or

#85 or *85

Enter the code for "off" or "on".

or



Press the "Hunt group IN/OUT" key.

You belong to multiple groups or to one group with trunk keys (including executive/secretary teams).

Leave hunt group? ✓ or Join hunt group? ✓

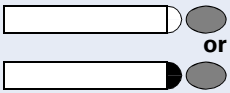
Select and confirm[1].

or

#85 or *85

Enter the code for "off" or "on".

or



Press the "Hunt group IN/OUT" key.

301 x group name or 301 group name

If an "x" appears between group/trunk number (such as, 301) and group name, the audible tone is active for this group or trunk. No "x" means that the audible tone was deactivated.

Next? ✓

Press the dialog key to confirm your selection and display the next group or trunk number and group name.

or

Leave hunt group? ✓

Select and confirm[1].
This turns off the audible tone for the displayed group or trunk.

or

Join hunt group? ✓

Select and confirm[1].
This turns off the audible tone for the displayed group or trunk.or

[1] "Different Displays in a HiPath 4000 Environment (Not in HiPath 500)" → page 118

Step by Step

or

#=Leave all groups? ✓

Select and confirm[1].
This turns off the audible tone for all groups and trunks.

or

#

Enter the code for "Leave all groups".

or

*=Rejoin all groups? ✓

Select and confirm[1].
This turns off the audible tone for all groups and trunks.

or

*

Enter the code for "Join all groups".

If you deactivate the audible tone for another group or trunk, or deactivate it for all groups and trunks to which you belong, a special dial tone sounds when you lift the handset.

Accepting a Call for Another Member of Your Team

You can accept calls for other telephones in your team from your telephone even while engaged in another call.

Precondition: Your telephone rings briefly. "" appears on the upper display line with the station number or name of the originator; the station number or name of the caller appears on the lower line.

Pickup - group? ✓

Confirm.

or

Program/Service

Press the key. The LED lights up.

*57

Enter the code.

[1] "Different Displays in a HiPath 4000 Environment (Not in HiPath 500)" → page 118

Step by Step

Activating and Deactivating a Ringing Group

You can have calls for your telephone signaled audibly at up to five other internal phones. The person who answers first receives the call.

Special features must be taken into consideration if your telephone operates with HiPath 5000 (system networking via PC network) → page 115!

Saving, displaying, and deleting telephones for the ringing group:

Program/Service

Press the key. The LED lights up.

✳81=Ringing group on? ✓

or

✳ 8 1

Select and confirm[1].

Enter the code.

✓

Follow the display prompts (enter the internal station number).

If your telephone belongs to a ringing group, the originator's (upper display line) and the caller's (lower line) station number or name are displayed.

Removing all telephones in call ringing group:

Ringing group off? ✓

or

8 1

Select and confirm.

Enter the code.

[1] "Different Displays in a HiPath 4000 Environment (Not in HiPath 500)" → page 118

Step by Step

Uniform Call Distribution (UCD)

If this function has been configured (contact your service personnel), you belong to a group of users (agents) to whom calls are distributed.
An incoming call is always assigned to the agent who has had the longest break without a call.

Logging on and off at the beginning and end of your shift:

Program/Service

Press the key. The LED lights up.

UCD? ✓

Select and confirm[1].

*401=Log on? ✓

or

#401=Log off? ✓

or

Confirm.

*401

or #401

Enter the code for "Log on" or "Log off".

To log on, enter your identification number ("<x>"). Contact your service personnel to find out what it is.

Logging on and off during your shift:

Program/Service

Press the key. The LED lights up.

UCD? ✓

Select and confirm.

#402=Not available? ✓

or

*402=Available? ✓

or

Confirm.

*402

or #402

Enter the code for "Not available" or "Available".

[1] "Different Displays in a HiPath 4000 Environment (Not in HiPath 500)" → page 118

Step by Step

Requesting and activating a work time:

If you want to follow-up on the last call you answered without being disturbed, you can request and activate a work time. This removes your telephone from the call distribution cycle for a programmable period of time until you log back on.

Program/Service — Press the key. The LED lights up.

UCD? — Select and confirm.

*403=Work on? — Confirm.

or

#403=Work off? — Confirm.

or

*403 or #403 — Enter the code for "on" or "off".

Turning the night service on and off for UCD:

Program/Service — Press the key. The LED lights up.

UCD? — Select and confirm.

*404=UCD night on? — Confirm.

or

#404=UCD night off? — Confirm.

or

*404 or #404 — Enter the code for "on" or "off".

Display the number of waiting calls:

Program/Service — Press the key. The LED lights up.

UCD? — Select and confirm.

*405=Calls in queue? — Confirm.

or

*405 — Enter the code for "on" or "off".

Step by Step

Special LAN-Based Functions (Not in HiPath 500)

If your telephone is operating in a HiPath 5000HiPath 3000 **environment, multiple** are interconnected via a LAN (**L**ocal **A**rea Network, e.g. proprietary PC network). Your telephone calls are conducted via the LAN (PC network).
If this is the case, you must take certain special features into consideration when performing various functions. These are described below.

Leaving a Hunt Group/Group Call

Precondition: You belong to a hunt group/group call → page 106 of another HiPath 3000:

DISA internal? ✓ — Select and confirm.

or

✱ 4 7 — Enter the code.

Enter the (DISA) station number of the other HiPath 3000

✓ or # — Confirm the entry.

Enter the (DISA) station number of your telephone.

✓ or # — Confirm the entry.

US: Leave group? ✓ — Select and confirm.
UK: Leave hunt group? ✓

or

US: Join group? ✓
UK: Join hunt group? ✓

or

8 5 or ✱ 8 5 — Enter the code for "off" or "on".

You belong to multiple groups of another HiPath 3000:

Enter the group number for "Join/Leave, directed".

Step by Step

Transferring Call Forwarding

You can activate/deactivate call forwarding HiPath 5000 for your telephone from other → page 76 telephones.

DISA internal? ✓ or ✱ 4 7 — Select and confirm. / Enter the code.

Enter the (DISA) station number of the HiPath 3000 to which your telephone is connected.

✓ or # — Confirm the entry.

Enter the (DISA) station number of your telephone.

✓ or # — Confirm the entry.

Activate:

Forwarding on? ✓ or ✱ 1 — Select and confirm. / Enter the code.

1=all calls? ✓ or 2=external calls only? ✓ or 3=internal calls only? ✓ or 1 or 2 or 3 — Select and confirm. / Enter the code.

Enter the destination number.

US: Save entry? ✓ / UK: Save? ✓ — Confirm.

Deactivate:

Forwarding off? ✓ or # 1 — Select and confirm. / Enter the code.

Step by Step

Using Night Answer

If authorized (contact your service personnel), you can define telephones in other HiPath 3000 communications platforms as the night answer → page 78.

DISA internal? ✓ or *47 — Select and confirm. / Enter the code.

Enter the (DISA) station number of the HiPath 3000 to which the night answer telephone is connected.

✓ or # — Confirm the entry.

Enter the (DISA) station number of the telephone from which you wish to activate/deactivate the night answer service.

✓ or # — Confirm the entry.

Activate:

Night answer on? ✓ or *44 — Select and confirm. / Enter the code.

Enter the destination number (= temporary night answer).

US: Save entry? / UK: Save? ✓ — Confirm.

Deactivate:

Night answer off? ✓ or #44 — Select and confirm. / Enter the code.

Step by Step

Activating and Deactivating a Ringing Group

You can have calls for your telephone signaled audibly at external telephones or at telephones in other HiPath 3000 communications platforms → page 109.

Saving, displaying, and deleting telephones for the ringing group:

Program/Service — Press the key. The LED lights up.

*81=Ringing group on? ✓ — Select and confirm.

or

*81 — Enter the code.

Add ext to group? ✓ — Select and confirm.

or

Add another ext? ✓

or

Display/Clear? ✓ — Select and confirm, then follow the operating instructions.

Enter the station number.

Entry complete? ✓ — Confirm.

or

— Enter.

US: Save entry? ✓ — Confirm.

UK: Save? ✓

End? ✓ — Select and confirm.

Removing all telephones in call ringing group:

Ringing group off? ✓ — Select and confirm.

or

#81 — Enter the code.

Step by Step

Controlling Relays

If this feature is configured (contact your service personnel), you can also control relays → page 97 in other HiPath 3000communications platforms.

DISA internal? ✓ or *47

Select and confirm.

Enter the code.

Enter the (DISA) station number of the HiPath 3000 in which the relay is to be controlled.

✓ or #

Confirm the entry.

Enter the (DISA) station number of the telephone from which you wish to control the relay.

✓ or #

Confirm the entry.

*90=Control Relay On? ✓ or #90=Control Relay Off? ✓ or

Select and confirm.

*90 or #90

Enter the code for "on" or "off".

1 ... 4

Enter the relay.

Step by Step

Opening the Door

If this feature is configured (contact your service personnel), you can also activate the door opener → page 30 in otherHiPath 3000 communication platforms.

DISA internal? ✓ or *4 7 — Select and confirm. / Enter the code.

Enter the (DISA) station number of the HiPath 3000 in which the door is to be opened.

✓ or # — Confirm the entry.

Enter the (DISA) station number of the telephone from which you wish to activate the door opener.

✓ or # — Confirm the entry.

Open door? ✓ or *6 1 — Select and confirm. / Enter the code.

Dial the entrance telephone number.

Step by Step

Different Displays in a HiPath 4000 Environment (Not in HiPath 500)

Depending on the system configuration, not all functions may appear on the display exactly as shown in this document.
The following table gives an overview of these functions and shows you under which menus they can be found:

Menu	Function	Description
Destinations?	Forwarding on?	→ page 76
	Change Speed Dial?	→ page 68
	Caller list?	→ page 48
	Ringing group on?	→ page 109
	UCD?	→ page 110
Feature Settings?	DND on?	→ page 27
	US: Join group? UK: Join hunt group?	→ page 106
	US: Leave group? UK: Leave hunt group?	→ page 106
	Forwarding on?	→ page 76
	Ringer cutoff on?	→ page 28
	HF answerback on?	→ page 27
	Waiting tone off?	→ page 24
	Mute on?	→ page 29
	Suppress call ID?	→ page 35
	Advisory msg. on?	→ page 84
Use speed dialing?		→ page 55
Prog. feature key?		→ page 66 → page 69
PIN / COS?	US: Lock phone? UK: Changeover on?	→ page 64
	US: Lock all phones? UK: Telephone Lock?	→ page 92
	Change PIN?	→ page 65
	US: PIN Code reset? UK: Lock code reset?	→ page 92
	Temporary Phone?	→ page 85
Timed reminder on?		→ page 74

Step by Step

Menu	Function	Description
More features?	DTMF dialing?	→ page 36
	Speaker call?	→ page 35
	Retrieve call?	→ page 45
	Pickup - directed?	→ page 24
	Account code?	→ page 58
	Show call charges?	→ page 56
	Reset services?	→ page 89
	Trunk flash?	→ page 38
	Temporary MSN?	→ page 37
	US: DISA intern? UK: DISA internal?	→ page 112
Cancel?		

Depending on the system configuration, some display texts may differ from the display texts described in this document.
Please refer to the following table for an overview of such texts:

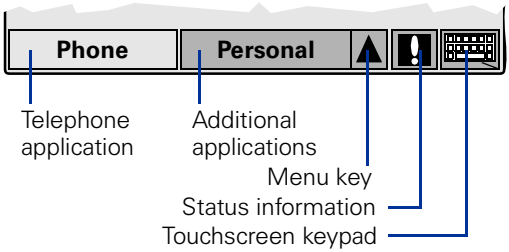
HiPath 3000 Display	HiPath 4000 Display	Description
Call wait.term.?	Camp-on termination?	
Call wait.term.off?	Camp-on deact.?	→ page 23
Caller list?	Call log?	→ page 48
Change Speed Dial?	Speed dialing?	→ page 68
Ringer cutoff on?	Ringer on?	→ page 28
Service?	Program/Service?	
View callbacks?	Display callbacks?	→ page 59

Step by Step

Graphic Interface Applications

Display Menu

A number of functions can be activated in the lower field of the display.



The **Telephone application** provides situation-specific information from the communication platform on the idle or talk state of your optiPoint 600 office → page 14.

When another application is displayed, such as, the Personal Directory, the "Phone" tab flashes in addition to the ring tone to signal incoming calls.

When you pick up the handset to dial or accept an incoming call, the display indicator automatically switches to the Telephone application. If programmed, the display indicator will also switch automatically if there has been no user intervention for an extended period (time can be set → page 152)

The **additional applications** are:

- **Personal directory**: personal telephone directory→ page 122
- **Corporate**: corporate telephone directory → page 137
- **Web access**: WAP browser→ page 141
- **Programs**: interface for Java midlets→ page 143
- **Service**: the service menu for settings → page 149

Step by Step

Configuring the applications **Corporate**, **Web access** and **Programs** requires additional knowledge not covered in this manual. For any questions, please consult your service personnel.

The **Menu key** opens the menu for selecting one of the other applications and creating the softkey for quick access to other applications.

If the **Status information** softkey is displayed, system messages have been received (flashing light = unread messages). Click on the question mark to read the message(s).

Using the **touchscreen keypad** softkey, you can enter characters via the display (→ page 157).

The current displays in the Telephone application and in the other applications are mutually independent.
This means that if you are in the Personal Directory, for example, and the display changes to the Telephone application because you have accepted an incoming call, the display that was active before you accepted the call reappears when you change back to the Personal Directory.

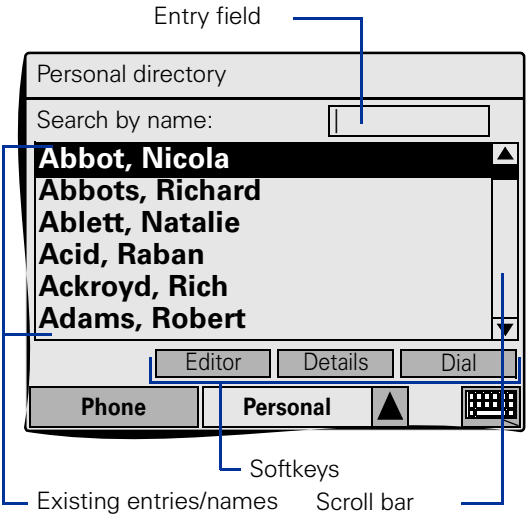
Descriptions of other applications → page 120 always assume that the status of the relevant application is idle. If the status is unspecified when the application is activated, press "Cancel", "Exit" or "Menu" until the relevant idle status appears.

Step by Step

Personal Directory

Dialing from the Personal Directory

The optiPoint 600 office function in your Personal Directory application enables you to save telephone numbers and further information about other parties, e.g. addresses and fax numbers of calling parties. Three different station numbers and four additional information items can be entered for each name/entry.



Entries are automatically sorted in alphabetical order. You can search for specific entries.

Directory entries can be exchanged with a PC or LAN server via a USB or LAN interface → page 132 and → page 133.

For information on dialing from the personal directory, see → page 54.

Step by Step

Creating a New Entry

Personal

Click the tab.
The personal directory opens.

Editor

Click the softkey.

If the "Editor" softkey does not appear, press "Cancel", "Menu" or "Exit" until the softkey is displayed.

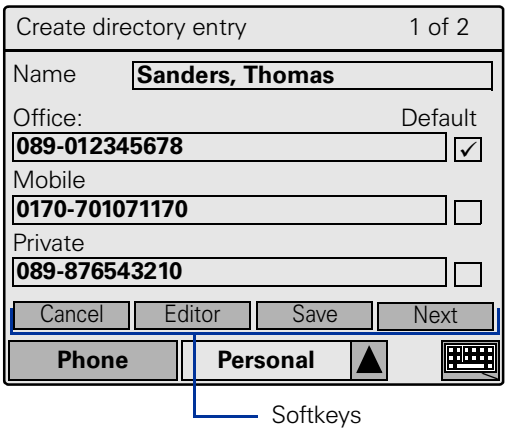
if necessary

Enter the password (default password: 123456) and confirm with "OK" or ☑.
To change the password → page 153.

1 **or** 1

Click on the "Create new entry" menu item or enter the code.

The first page of the two-page "Create directory entry" input form appears.



A B C

Click on the required field and make your entries (Entering characters → page 157).

if necessary

Delete characters to the left of the cursor one by one.

Step by Step

On page 1 you can enter a name and up to three telephone numbers, on page 2 you can enter any additional information such as company and department names.

- "Name" is the only field that may not be left empty. You can enter any combination of letters, numbers and symbols in this field
- The three telephone number fields will only accept certain characters: digits from 0 to 9 and spaces. You can set which of the station numbers entered should be automatically dialled when dialing from the personal directory (default station number) by entering a checkmark beside every station number field → page 54. A checkmark automatically appears when the first station number is entered.
- You can enter any combination of letters, numbers and symbols in the four fields on the second page.
- Captions such as "Name" or "Mobile" can be configured individually → page 135.

Saving entries, making additional entries, canceling

Save — Save the entries you made in the personal directory. The display changes to a blank form for entering a new entry.

Next — On page 1 of 2 only: Show the second page of the input form for an entry. The softkey changes to "Previous".

Previous — On page 2 of 2 only: Show the first page of input form for an entry. The softkey changes to "Next".

Cancel — Cancel the display. If you have made any changes, confirmation will be requested.
The display changes to the Editor menu.

Step by Step

Selecting/Finding an Entry to be Modified or Deleted

Precondition: The personal directory contains entries/ names with station numbers → page 123.

Personal

Click the tab.
The personal directory opens.

Editor

Click the softkey.

If the "Editor" softkey does not appear, press "Cancel", "Menu" or "Exit" until the softkey is displayed.

if necessary

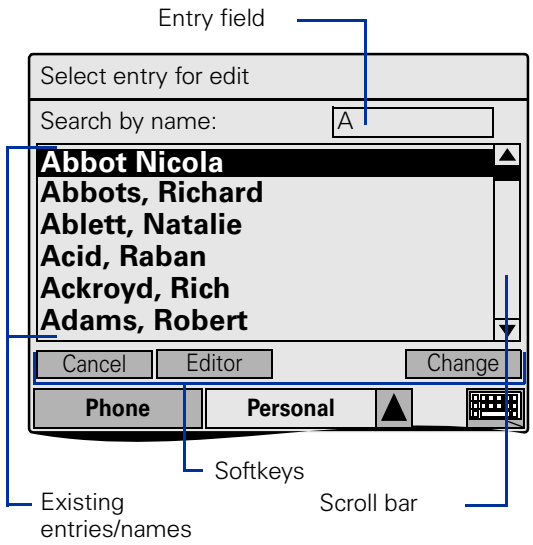
Enter the password (default password: 123456) and confirm with "OK" or ✓.
To change the password → page 153.

2 **or** 2

Click on the "Find existing entry" menu item or enter the code.

The "Find existing entry" option cannot be selected if entries have not yet been created. To create entries, see → page 123.

The search list appears:



Step by Step

Mark the name you want.
A scroll bar is displayed if more than six names are saved. You can browse the list by dragging the scroll bar.

or

A B C

Enter the name you want or just the initial letters in the "Search by name:" field (Entering characters → page 157); the selected name is highlighted inversely.
Every letter entered narrows down the selection. Up to six of the names found are displayed at a time.

if necessary ◀

Delete the letters to the left of the cursor one by one.

Selecting an entry will display the following softkeys:

Cancel — Cancel the display.

Editor — The display changes to the Editor menu.

Delete — Delete the selected entry after checking for confirmation.
Once the entry has been deleted, the display changes to the search list → page 125.

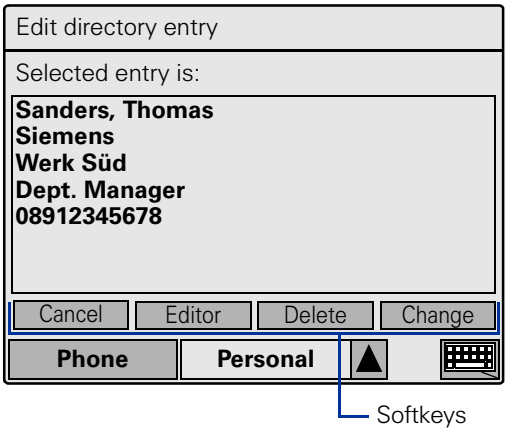
Change — Open the selected entry for editing → page 127.

Step by Step

Editing/Deleting/Changing an Entry

Precondition: You have marked an entry/name and clicked the "Edit" softkey → page 54 or → page 125.

The name is displayed with all additional information:



Canceling an entry

Cancel

Cancel the display.
The display changes to the directory list → page 54 or the search list → page 125.

Editor

Cancel display.
The display changes to the Personal directory editor.

Deleting an entry

Delete

Delete the selected entry after checking for confirmation.
The display changes to the directory list → page 54 or the search list → page 125.

For information on deleting all entries in the personal directory, see → page 131.

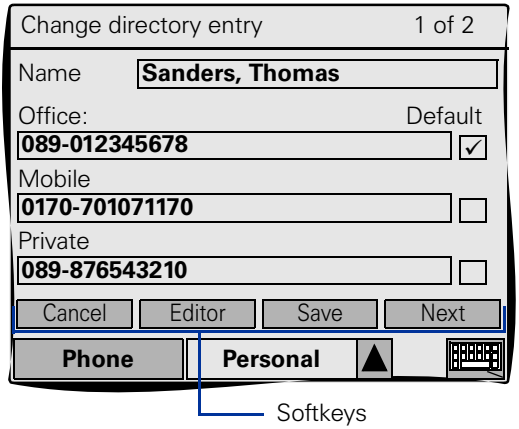
Step by Step

Changing an entry

Change

Click on the softkey.

The first page of the two-page "Change directory entry" input form appears.



A B C

Click on the required field and make your changes (Entering characters → page 157).

if necessary

Delete characters to the left of the cursor one by one.

On page 1 you can change the name and up to three telephone numbers, On page 2 you can change any additional information such as company and department names.

The procedure is the same as for creating a new entry → page 124.

Step by Step

The following softkeys are available:

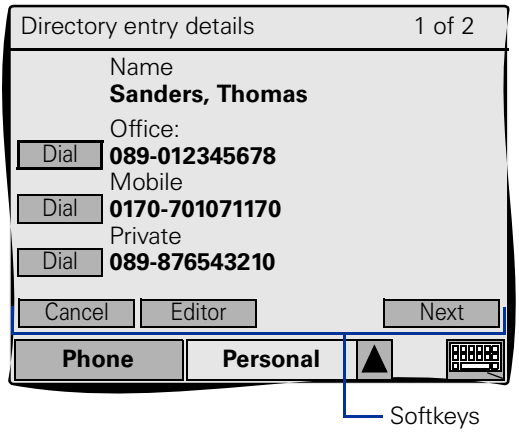
Cancel	Cancel the display. If you have made any changes, confirmation will be requested. The display changes to the directory list → page 54 or the search list → page 125.
Editor	Cancel the display. If you have made any changes, confirmation will be requested. The display changes to the Editor menu.
Save	Save the entries you made in the personal directory. The display changes to the directory list → page 54 or the search list → page 125.
Next	On page 1 of 2 only: Show the second page of the input form for an entry. The softkey changes to "Previous".
Previous	On page 2 of 2 only: Show the first page of input form for an entry. The softkey changes to "Next".

Step by Step

Displaying an Entry

Precondition: You have marked an entry/name and clicked the "Details" softkey → page 54.

The first page of the two-page "Directory entry details" appears showing detailed information.



Page 1 shows the name and a maximum of three telephone numbers, Page 2 shows any additional information such as company and department names.

The following softkeys are available:

Dial — On page 1 of 2 only: Dial one of the numbers listed in this entry.
The display changes to "Phone" → page 16.

Cancel — Cancel the current selection.
→ page 54

Editor — The display changes to the directory list → page 127.

Next — On page 1 of 2 only: Show the second page of details for an entry.
The softkey changes to "Previous".

Previous — On page 2 of 2 only: Show the first page of details for an entry. The softkey changes to "Next".

Step by Step

Displaying the Number of Existing Entries

Personal

Click the tab.
The personal directory opens.

Editor

Click the softkey.

If the "Editor" softkey does not appear, press "Cancel", "Menu" or "Exit" until the softkey is displayed.

if necessary

Enter the password (default password: 123456) and confirm with "OK" or ☑.
To change the password → page 153.

3 **or** 3

Click on the "Statistics" menu item or enter the code.

The number of directory entries available is displayed.

Deleting all Entries

You can delete all the entries in your personal directory at once. Changed captions → page 135 will remain unaffected.

To delete individual entries in the personal directory, see → page 127.

Service

Click the tab.

2 **or** 2

Click on the "Personal options" menu item or enter the code.

if necessary

Enter the password (default password: 123456) and click "OK". To change the password → page 153.

1 **or** 1

Click on the "Personal directory options" menu item or enter the code.

2 **or** 2

Click on the "Deleting all entries" menu item or enter the code.

OK

Click on the softkey in the dialog box.

The display changes to the "Personal directory options**"** menu.

Step by Step

Importing or Exporting a Personal Directory via USB

You can transfer all your personal directory entries from your PC to your optiPoint 600 office and use your to save these entries on your PC.

Preconditions: A USB connection[1] is active between the PC and your optiPoint 600 office and the "ENB Update Tool Comfort" program was installed and configured by yourself or the service personnel.

The "ENB Update Tool" program and a detailed description of how to transfer data can be downloaded from the Internet page www.siemens.de/hipath.

[1] USB cable part number: S30267-Z360-A30-1, the necessary USB driver (included in the "CallBridge TU" program) is available at the following Internet address: www.siemens.de/hipath.

Step by Step

Importing/Exporting the Personal Directory via LAN

You can transfer all personal directory entries from a server in your LAN to your optiPoint 600 office and use your to save these entries on the LAN server.

Precondition: LAN-based transmission must have been configured correctly → page 134.

Service — Click the tab.

2 **or** 2 — Click on the "Personal options" menu item or enter the code.

if necessary — Enter the password (default password: 123456) and click "OK". To change the password → page 153.

1 **or** 1 — Click on the "Personal directory options" menu item or enter the code.

3 **or** 3 — Click on the "Directory transfer" menu item or enter the code.

2 **or** 2 — Click on the "Transfer via LAN" menu item or enter the code.

1 **or** 1 — To **import**optiPoint 600 office **data into** Import directory, click on the menu item "" or enter the code.

or

2 **or** 2 — To **export**optiPoint 600 office **data from** Export directory, click on the menu item "" or enter the code.

Wait until all data has been transferred.

OK — Click on the softkey to conclude the process.

The display changes to the "Directory transfer" menu.

Step by Step

Settings for data transfer via LAN

Incorrect settings for the transfer of data via LAN will cause problems when importing and exporting personal directory data → page 132!

Service — Click the tab.

2 **or** 2 — Click on the "Personal options" menu item or enter the code.

if necessary — Enter the password (default password: 123456) and click "OK". To change the password → page 153.

1 **or** 1 — Click on the "Personal directory options" menu item or enter the code.

3 **or** 3 — Click on the "Directory transfer" menu item or enter the code.

2 **or** 2 — Click on the "Transfer via LAN" menu item or enter the code.

3 **or** 3 — Click on the "Directory server details" menu item or enter the code.

0 ... 9 — Enter the IP number of the server with which a LAN connection has been established.

A B C — Enter the pathname to the CSV file on the server.

Next — Click on the softkey to display the next page.

A B C — Enter user account.

A B C — Enter password.

A B C — Enter user name.

Save — Click on the softkey to conclude the process.

The display changes to the "Directory transfer" menu.

Step by Step

Changing Captions

You can change the captions, such as, "Name" or "Mobile" that designate the details of a directory entry → page 130.

Service — Click the tab.

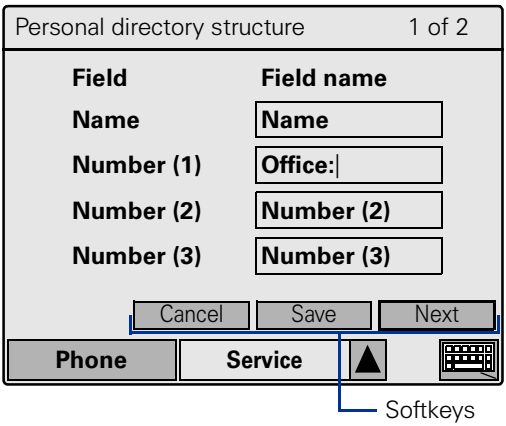
2 **or** 2 — Click on the "Personal options" menu item or enter the code.

if necessary — Enter the password (default password: 123456) and click "OK". To change the password → page 153.

1 **or** 1 — Click on the "Personal directory options" menu item or enter the code.

1 **or** 1 — Click on the "Define directory structure" menu item or enter the code.

The form for changing captions is a two-page display.



On page 1 you can change the captions of the name field and three number fields, and on page2 you can change the captions of four more fields.

A B C — Click on the required field and make your changes (Entering characters → page 157).

Step by Step

The following softkeys are available:

Cancel	Cancel the display. If you have made any changes, confirmation will be requested. The display changes to the "Personal directory options" menu.
Save	Save changes to data (page 1 and 2 of the form). This softkey is only available if changes have actually been made. The display changes to the "Personal directory options" menu.
Next	On page 1 of 2 only: Display the second page of the view. The softkey changes to "Previous".
Previous	On page 2 of 2 only: Display page 1 of the form. The softkey changes to "Next".

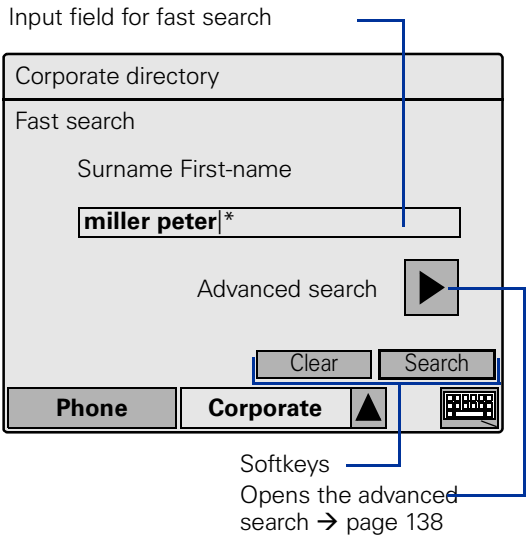
Step by Step

Corporate Directory

The "Corporate directory" application's start display features a search mask which provides a simple and user-friendly means of finding entries in your corporate directory and dialing them directly.

Precondition: You can access a corporate directory via LAN; the dialing rules are entered correctly
→ page 155.

Ask the service personnel about availability and dialing rules.



You can use additional properties to find a specific entry/name with the advanced search → page 138.

Step by Step

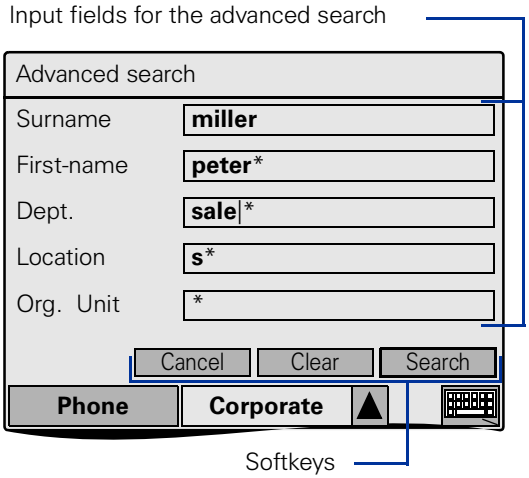
Advanced Search

In comparison to the fast search → page 137, the advanced search provides options for searching on the basis of additional corporate directory fields (max. 5).

Corporate — Click the tab.
The corporate directory opens.

▶ — Click on the softkey beside "Advanced search".

The advanced search appears:



The layout of the search mask can be modified (ask the service personnel).

If a search string was already entered in the fast search input field → page 137, this appears to the first of the two fields when advanced search activated.

A B C — Enter the search strings you want to find or just the first letters in the input fields (Entering characters → page 157).

if necessary ◀ — Delete the letters to the left of the cursor one by one.

The "*" character is used as a wildcard in the input field. Entries are not case-sensitive.

Example: The search strings "miller" and "p*" will provide the hits "Miller, Peter" and "Miller, Paul".

Step by Step

The following softkeys are available:

Cancel — Cancel the display.
The display changes to fast search → page 137.

Clear — Delete the texts in the input fields (apart from the default entries "*").

Search — Start the advanced search → page 138.

Displaying results

"Searching" appears in the top right of the display when the search is running. The search can be interrupted at any time with "Cancel".

An appropriate message is displayed in the event of problems with the search or if the search did not produce any hits.

The following list appears if the search produced one or more hits:

If the search string matches over 100 entries, only the first 100 entries and a corresponding message are displayed.

The directory list shows the selected entry in reverse video.

Selecting an entry will display the following softkeys:

Cancel — Cancel the display.
The display changes to the advanced search input form → page 138.

Step by Step

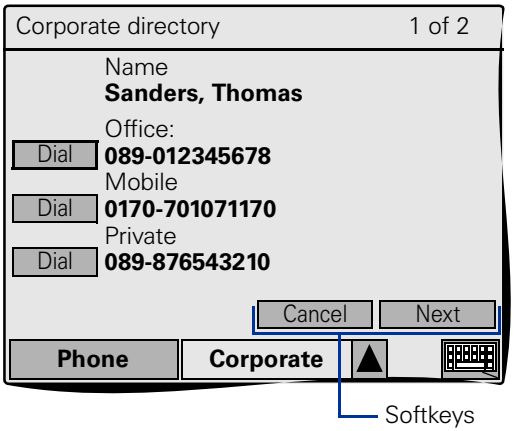
Details

Display detailed information on an entry that supports station number dialing → page 140.

Displaying an entry

Precondition: You have marked an entry/name and clicked on the "Details" softkey → page 54 or → page 140.

The first page of the two-page "Corporate directory" appears showing detailed information.



Page 1 shows the name and a maximum of three telephone numbers, Page 2 shows any additional information such as company and department names.

The following softkeys are available:

Dial

On page 1 of 2 only: Dial one of the numbers listed in this entry.
The display changes to "Phone" → page 16.

Cancel

Cancel the current selection.
The display changes to the hit list → page 139.

Next

On page 1 of 2 only: Show the second page of details for an entry.
The softkey changes to "Previous".

Previous

On page 2 of 2 only: Show the first page of details for an entry. The softkey changes to "Next".

Step by Step

WAP Browser

The "Web access" application provides access to information on the corporate intranet.

Precondition: You can access corporate WAP via LAN.

If you have any questions regarding availability, please contact the responsible experts.

The WAP browser can be password-protected on your optiPoint 600 office. For information on enabling, changing or disabling password protection, see → page 153.

A suitable user name and password may be necessary for accessing the contents of the WAP browser → page 154.

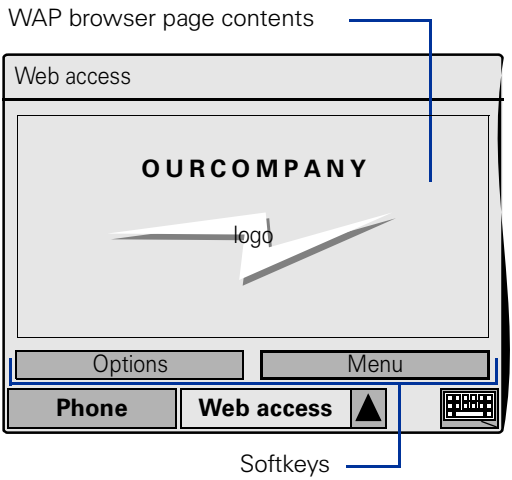
Web access

Click the tab.

if necessary

Enter the password (default password: 123456) and click "OK". To change the password → page 153.

As the layout and contents of the pages available in the WAP browser are freely programmable, the pages shown here are only examples.



Apart from the default softkey ("Options"), the softkeys change depending on the contents of the WAP pages programmed.

Options

To display options → page 142.

Step by Step

Your WAP browser can be configured in a way that the browser shows continually changing WAP pages ("WAP-Push").
Address any questions about WAP-Push to your service personnel.

WAP browser Options menu

The following functions can be performed on every WAP page via the WAP browser's Options menu (example):

1 **PreviousBack**
Show the previously displayed page (move backwards in the navigation history).

2 **Home**
Show the WAP page set as the "homepage"
→ page 141.

3 **Refresh**
Reload the current WAP page.

4 **Show URL**
Show the URL (WAP address) of the current page. "OK" terminates the URL display.

5 **Enter URL**
Enables to enter a URL to open any WAP page you like.

6 **Add to bookmarks**
Adds the current WAP page to the list of bookmarks.

7 **Select bookmarks**
Opens the list of bookmarks from which stored WAP pages can be opened in a fast way.

Cancel
Cancel the Options menu.
The display changes to the previous WAP page or, in the case of multiple menu levels, to the previous menu level (reached via "More ...").

Step by Step

Using Java Midlets

Java midlets are small programs that are executed locally in the optiPoint 600 office and which serve to provide different functions.
These may include applications with notepad, calculator or phone directory functions, for example.

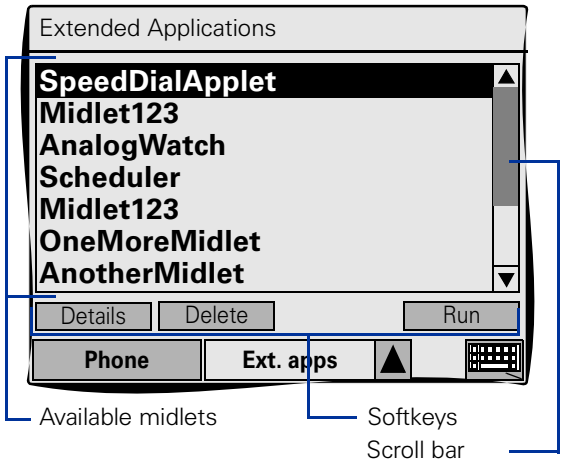
General operation of the "→ page 145" register is explained below, followed by the description of an example midlet: "SpeedDialApplet" .

General Operation

The "Java" tab offers you an interface that lets you add additional functions to your optiPoint 600 office. The operation of this interface is always the same.

Extended Applications

Click on Register to call up the list of midlets available in your optiPoint 600 office. "SpeedDialApplet" " is offered as standard.
To load other midlets onto the optiPoint 600 office you will need to ask the qualified staff in charge.



Step by Step

Properties display

Details

Information such as file size, version, etc., which is offered for every midlet, is displayed. To cancel the display, press the "Cancel" softkey.

Deleting a midlet

Delete

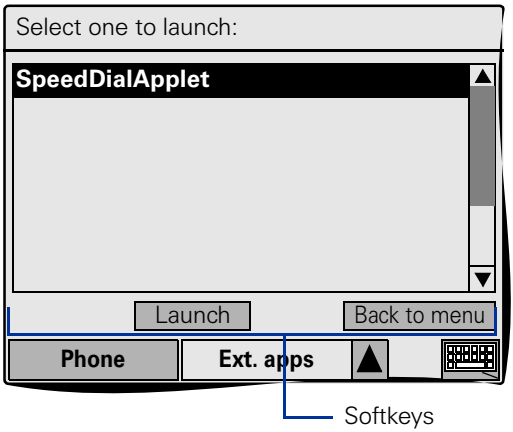
The selected midlet is permanently deleted from the memory of the optiPoint 600 office without requesting confirmation.

The "SpeedDialApplet" midlet → page 145 can not be deleted. If you want to upgrade this midlet please ask your service personnel.

Starting the Java environment

Run

The Java environment is started and the selected midlet is loaded in the execute area.



The following softkeys are available:

Launch

Start midlet.

Back to menu

Exit the Java environment (= **V**irtual**M**achine). This immediately stops the execution of the current midlet, for example, to load another midlet.

Subsequent operation depends on the midlet that has been started (example: "SpeedDialApplet" → page 145).

Step by Step

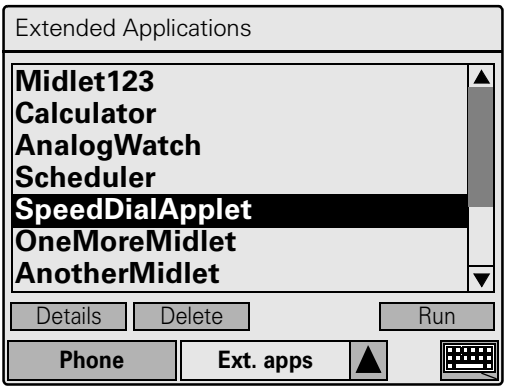
Sample Application: Speed Dial List

Installed in your optiPoint 600 office is an example application for creating and selecting speed dial entries (if not, please ask your service personnel).

The midlet shown here can deviate from the version installed on your optiPoint 600 office.

Extended Applications

Click the tab.
There you will find a line with the "SpeedDialApplet" midlet. You will need to select it if there are also other items.



Run

Start the Java environment.
The "SpeedDialApplet" midlet will be loaded in the execute area.

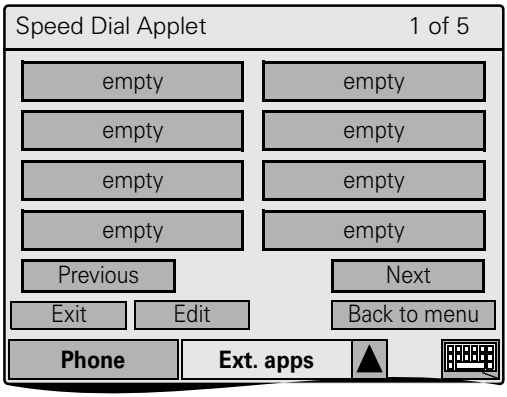
Launch

Start the midlet.
You can now create entries → page 146.

Step by Step

Creating/changing an entry

First you will see the following display with all speed dial fields empty.



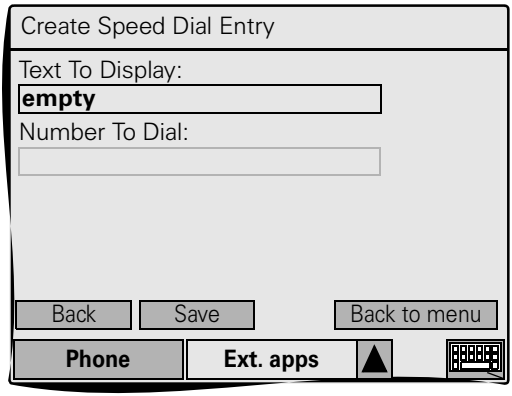
With "Next" and "Previous" you can go to four more pages, each with eight fields.

Edit

Change to Edit mode.
"Edit Mode" is indicated in the title bar.

empty

Select any field to create an entry and select "Enter Entry Manually" from the Action menu.



Step by Step

A B C

Enter the name to be displayed for this number (max. 11 digits; for information on entering characters → page 157).

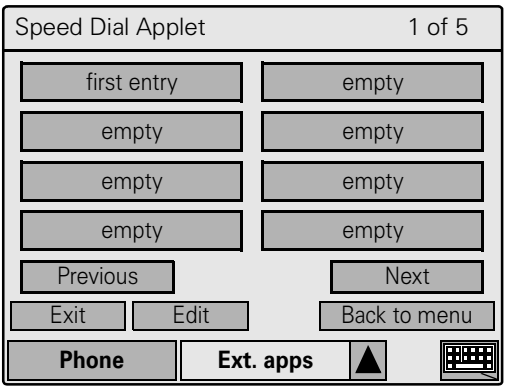
Enter a dialable number which you wish to be able to call using the speed dial key and confirm.

Save

Save the entry.

Dialling the number

Start the "SpeedDialApplet" midlet → page 145.
If you have already created at least one entry → page 146, this will be shown in the following display:



Make sure that Edit mode is switched off ("Edit Mode" is not indicated in the title bar).

first entry

Dialling starts immediately as soon as a field is selected.
The display changes to "Phone".

Step by Step

Import an entry from the Personal directory

Precondition: There are already entries in your Personal directory → page 123.

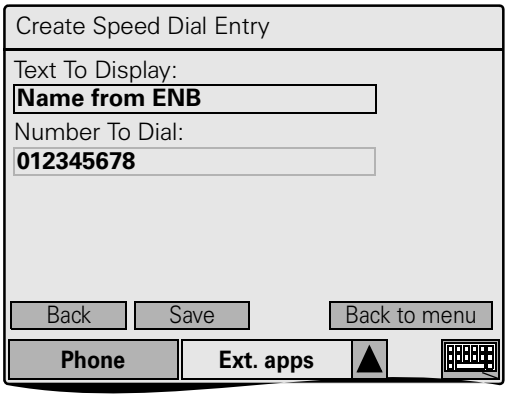
Start the "SpeedDialApplet" midlet → page 145 and activate the Edit Mode.

empty

Select any field to import an entry and select "Import Entry from ENB" from the Action menu.

A list with entries from the Personal directory appears.

Select one entry.



Long names will be shortened to 11 digits.
Now you can change the entry.

Save

Save the entry.

Deleting an entry

Precondition: There are already entries in your SpeedDialApplet → page 146.

Start the "SpeedDialApplet" midlet → page 145 and activate the Edit Mode.

empty

Select any field to delete an entry and select "Delete Entry" from the Action menu.

The selected entry will be deleted.

Step by Step

Local Settings

Besides options for personal directory settings (Service onwards), the "→ page 131" application features options for making optiPoint 600 office-specific settings. For other telephone settings, please see → page 62.

Adjusting the Display Contrast

You can adjust the display contrast to any of nine levels to suit your individual lighting conditions.

Service	Click the tab.
1 or 1	Click on the "Phone control" menu item or enter the code.
2 or 2	Click on the "Display settings" menu item or enter the code.
1 or 1	Click on the "Contrast level" menu item or enter the code.
<< or >>	Click the softkey.
Save	Click the softkey.

The display may be difficult to read if exposed to direct sunlight.

Step by Step

Calibrating the Touchscreen

By calibrating the touchscreen of your optiPoint 600 office you can customize the dimensioning and alignment between your input and the image on the display. This helps to eliminate problems in operation such as, those caused by parallax.

Service — Click the tab.

1 or 1 — Click on the "Phone control" menu item or enter the code.

2 or 2 — Click on the "Display settings" menu item or enter the code.

2 or 2 — Click on the "Touch screen calibration" menu item or enter the code.

Click on item 1.

Click on item 2.

Click on item 3.

Save — Click on the softkey in the dialog box.

Step by Step

Selecting your Operating Language

You can change the language of the menus and text output in local applications.

The following languages can be selected (language group A):

- UK English
- US English
- German
- French
- Italian
- Spanish
- Portuguese
- Dutch

Displays on the "Administration" menu are only available in English.

Service — Click the tab.

1 or 1 — Click on the "Phone control" menu item or enter the code.

3 or 3 — Click on the "Language selection" menu item or enter the code.

Click on the drop-down list and choose a language.

Save — Click the softkey.

You will also see the following information on the display:

- Language set for the telephony dialog of the communication platform.
- Language recommended for the applications on the basis of the language used in the telephony dialog.
- Language type used by the external USB keyboard → page 207, if it has been detected.

Step by Step

Selecting a Language for the External Keyboard

Your optiPoint 600 office tries to automatically detect the language type used by the external keyboard connected via USB → page 207. If this is not possible, you can set the keyboard language manually.

The following languages can be selected (language group A):

- UK English
- US English
- German
- Spanish
- Italian
- French

Service — Click the tab.

1 or 1 — Click on the "Phone control" menu item or enter the code.

4 or 4 — Click on the "USB keyboard selection" menu item or enter the code.

Click on the drop-down list and choose a language.

Save — Click the softkey.

Changing the Display Reset Time

You can specify whether, and if so, after what period of time the display should return to its standard setting ("Phone" → page 16 tab) without any action by the user.

Service — Click the tab.

1 or 1 — Click on the "Phone control" menu item or enter the code.

5 or 5 — Click on the "Inactivity timeout" menu item or enter the code.

Click on the drop-down list and choose a period or deactivate the one selected.

Save — Click the softkey.

Step by Step

Setting a Password for Personal Options

You can change or delete the default password for accessing the "Personal options" areas and the directory editor.
If a password is not set, password-protection is not enabled for these areas.

If you have forgotten your password, the default password can be reset (ask the service personnel).

Service — Click the tab.

2 **or** 2 — Click on the "Personal options" menu item or enter the code.

if necessary — Enter the password (default password: 123456) and click "OK".

2 **or** 2 — Click on the "Personal password" menu item or enter the code.

If a password has previously been set:
Enter the old password.

Enter a new password. Maximum length 24 digits.

Repeat the new password.

OK — Click on the softkey to apply the changes.

The display changes to the "Personal options" menu.

Step by Step

Setting Web Access Parameters

If WAP server access is password-protected, you must enter the access data here.

Service — Click the tab.

2 **or** abc 2 — Click on the "Personal options" menu item or enter the code.

if necessary — Enter the password (default password: 123456) and click "OK".

3 **or** def 3 — Click on the "Web access settings" menu item or enter the code.

A B C — Enter user name.

Enter password.

OK — Click on the softkey to apply the changes.

The display changes to the "Personal options" menu.

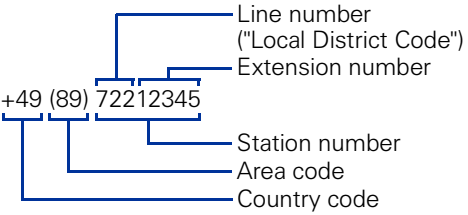
Step by Step

Setting Dialing Rules

The station numbers in your corporate directory → page 137 are available in the internationally-standardized canonical format. In order for optiPoint 600 office to be able to dial these numbers correctly, the dialing rules (conversion information) must be defined.

If you have any questions regarding the dialing rules, please contact the responsible experts.

Example of a station number in canonical format:



Service — Click the tab.

2 **or** 2 — Click on the "Personal options" menu item or enter the code.

if necessary — Enter the password (default password: 123456) and click "OK".

4 **or** 4 — Click on the "Dialling Properties" menu item or enter the code.

Enter the External Access Code (for example, "0").

Enter the International Dial Prefix (for example, "00").

Enter the Local Country Code (for example, "49" for Germany).

Enter the National Dial Prefix (for example, "0").

Enter the Local Area Code (for example, "89" for Munich).

Enter the Local District Code (for example, the station number of your company without the extension number).

Save — Click on the softkey to apply the changes.

The display changes to the "Personal options" menu.

Step by Step

Graphic Interface Touchscreen Keypad

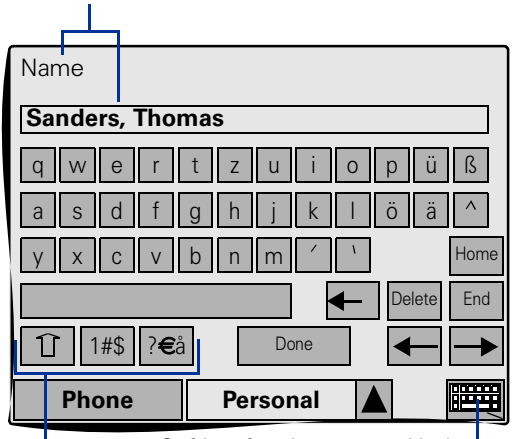
You can enter text, digits, and symbols in graphic interface in any of the following ways:

- via an external keyboard – connected via the USB interface (recommended) → page 207.
- via the keypad – by repeatedly pressing keys on → page 212.
- via the touchscreen keypad – a keypad appears on the display (see below),

Using the Touchscreen Keypad

Show the touchscreen keypad.

Field name and input field in a local application, for example, "Personal"



Softkey for showing and hiding the touchscreen keypad

Softkeys for shifting between upper and lower case and shifting to numerical signs, punctuation marks and symbols.

The position of the alphanumeric keys depends on the local language settings for the optiPoint 600 office → page 151.

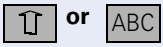
e.g. a b c

Enter alphanumeric characters and symbols.

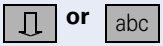
Step by Step

Switch to diacritical marks.
The option for entering characters, such as, "è", is active when the relevant softkeys appear on the touchscreen (for example, "e" is displayed as "è") and by the inversion of the switching softkey (softkey is black).

In addition to the alphabetical softkeys, the following softkeys are available:



Shift to upper case.



Shift to lower case.

Shift to the first alternative key assignment (for example, numeric characters, punctuation marks, brackets).

Shift to the second alternative key assignment (for example, currency symbols).

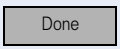
Place the cursor at the beginning of the line.

Delete characters to the left of the cursor one by one.

Delete characters to the right of the cursor one by one.

Move the cursor to the end of the line.

Move the cursor to the left/right.



Hide the touchscreen keypad and accept the new or modified text in the input field.

Step by Step

Applications in the Alternative Graphic Interface

This interface is available with the HFA connection type and after updating the telephone software (consult your service personnel).

This primary difference between the alternative interface and the standard interface → page 120 is the graphic display. The alternative GUI also include a number of different functions:

- Addition: language selection (not yet available).
- Addition: display lock → page 162.
- Different operation with the help of the navigation keys and the external keypad → page 207.
- Configuration options over the Web interface → page 197.
- Scope of the administration area (not covered in this manual).

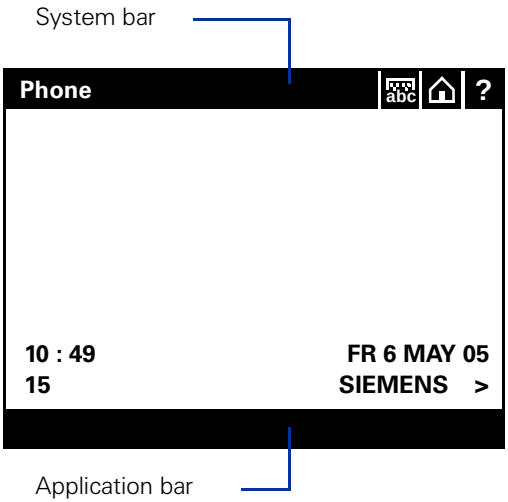
Overview

You can switch from the application menu and the telephone application at any time by clicking the relevant icon on the system bar (on the upper right-hand side of the display) → page 163.

Step by Step

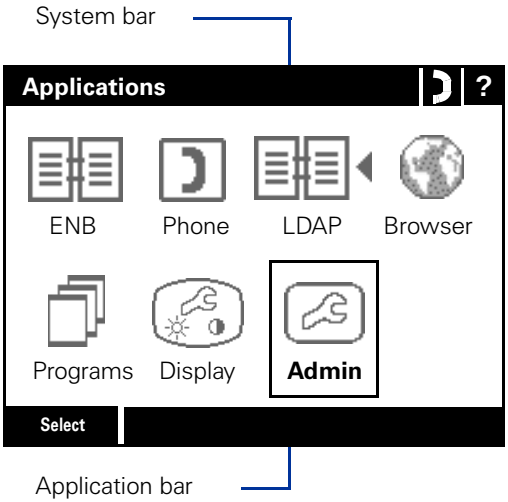
Telephone Application

When you pick up the handset to dial or accept an incoming call, the display indicator automatically switches to the Telephone application.



Step by Step

Application Menu



Icons for starting applications

You can save up to 640 entries in your optiPoint 600 office's local database. You can individually configure the personal directory and exchange data between the PC and optiPoint 600 office → page 165.

You can start the Telephone application → page 160.

You can find a party in your corporate telephone directory and dial his or her station number directly. The integrated LDAP interface makes this possible → page 176.

The WAP browser lets you access information provided by your company. If you have a WAN connection, you can also use Internet-based WAP offerings → page 179.

You can use different programs that were loaded onto optiPoint 600 office → page 185.

You can configure settings for your optiPoint 600 office's display here (brightness, contrast, password protection) → page 192.

Step by Step

Access to the administration area is reserved for the relevant service personnel.

Configuring the applications **LDAP**, **Browser**, and **Programs** requires additional knowledge not covered in this manual. For any questions, please consult your service personnel.

Operation with active display lock

Only necessary if the display lock is configured, see → page 193.

Click the icon associated with the application you would like to open on the home page (for example, ENB). The padlock icon shows that this application is protected against unauthorized access. The "Unlock" window opens.

A B C

Enter the relevant unlock password in the input field (for information on entering characters → page 157).

If you have forgotten your password, the default password can be reset (ask the service personnel).

Step by Step

System and Application Bar

Information and display keys repeatedly appear in different situations on the system and application bar → page 163 on your optiPoint 600 office.
The display keys perform standard functions when clicked.

On the left-hand side of the system bar:

The application/function you are currently processing is displayed here.

On the right-hand side of the system bar:

Opens the touchscreen keypad for entering characters → page 157.

Opens the telephone application for performing telephone functions → page 160.

Changes from the current application to the home page without closing the application → page 161.

Opens the help function.

On the left-hand side of the application bar:

Display keys with different text contents that perform application-specific functions are displayed. Examples:

Active display key (bright frame):
The function is performed by clicking (or pressing the ✓ key).

Neutral display key (no frame).

On the right-hand side of the application bar:

Closes the current application.

Opens/closes the context menu containing useful functions specific to the current application situation.

Step by Step

Dialog Messages

In different situations, optiPoint 600 office prompts the user to confirm information in a dialog window. The buttons "OK", "Yes", "No", and "Cancel" appear depending on the contents.

Answer the **question** by clicking one of the two buttons.

Confirm the **warning**. It appears, for example, as a security prompt when deleting directory entries.

An **error** has occurred. Try to resolve the error described in this message. Now contact your service personnel.

Read the **advisory**. It appears, for example, during a data transfer operation.

The current displays in the "Phone" tab and in the individual local applications are mutually independent.
This means that if you are in the personal directory, for example, and the display changes to "Phone" because you have accepted an incoming call, the same display that was active before you accepted the call reappears when you change back to the personal directory.

Descriptions of local applications → page 120 always assume that the status of the relevant application is idle. If the status is unspecified when the application is activated, press "Cancel", "Exit" or "Menu" until the relevant idle status appears.

Step by Step

Personal Directory

The ENB application in your optiPoint 600 office enables you to save telephone numbers and further information about other parties, for example, addresses and fax numbers of calling parties.

Four different station numbers and four additional information items can be entered for each name/entry. One of the station numbers can be set as the default.

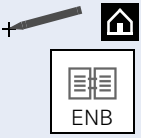
Directory entries can be exchanged with a PC or LAN server via a USB interface → page 172 or LAN interface → page 173.

Dialing from the Personal Directory

You can simplify the operation described here very significantly by using an external keyboard → page 54.

The keyboard can be connected directly to the optiPoint 600 office via USB → page 207 or operated in conjunction with a PC via the "PCUserClient.exe" program → page 209.

Precondition: The personal directory contains entries/names with station numbers → page 123.

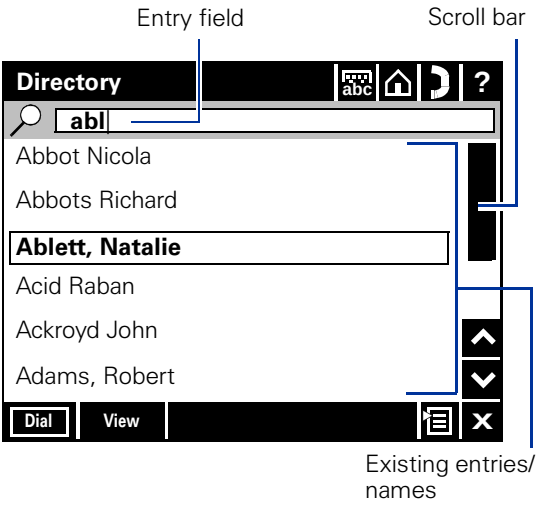


Click the icon on the system bar.

Click the icon → page 161 on the home page to open the personal directory.

The personal directory opens:

Step by Step



If a different display appears when you open the personal directory, press "Cancel", "Menu" or "Exit" until this display appears.

Searching for an entry

Mark the name you want.
A scroll bar is displayed if more than six names are saved. You can browse the list by dragging the scroll bar.

or

A B C

Enter the name you want or the initial letters in the input field (for information on entering characters → page 157). The name is displayed in a frame.
Every letter entered narrows down the selection.

Delete the letters to the left of the cursor one by one.

Step by Step

Dialing the default station number

Precondition: One of the station numbers entered for the marked name was set as the default station number → page 169. Otherwise select the station number to be dialed → page 167.

Confirm.

or

Click the softkey on the application bar. The station number is dialed. The display switches to the telephone application → page 160.

Dialing a specific station number

Select a specific station number if you want to dial a number that deviates from the default station number.

Click the softkey on the application bar. The station numbers entered for the name are displayed.

Mark the station number you want. The dialed station number will be displayed in a frame.

Confirm.

or

Click the softkey on the application bar. The station number is dialed. The display switches to the telephone application → page 160.

Creating a New Entry

Click the icon on the system bar. The context menu opens.

New entry

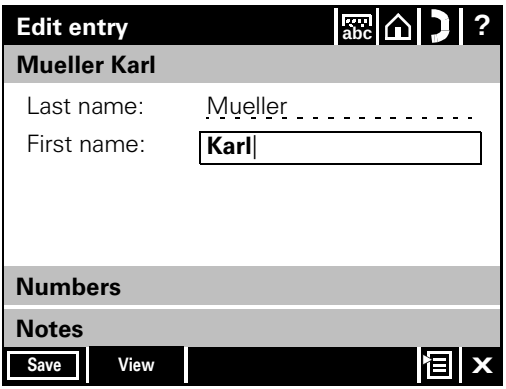
Select "New entry". The "Edit entry" form opens. It contains the follow tabs:

- the "Name" tab, see → page 168
- the "Numbers" tab, see → page 169
- the "Notes" tab, see → page 170

Step by Step

The "Name" tab

"Last name:" is the only field that must contain an entry. You can enter any combination of letters, numbers, and symbols in this field.



A B C Click the relevant field and make your entries (for information on entering characters → page 157).

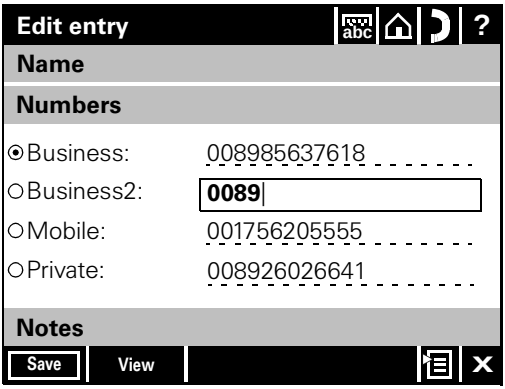
- Last name: Enter the last name of the relevant person.
- First name: Enter the first name of the relevant person.

Delete characters to the left of the cursor one by one.

Step by Step

The "Numbers" tab

You can use the option fields to set which of the station numbers entered should be automatically dialed when dialing from the personal directory (default station number) → page 54.



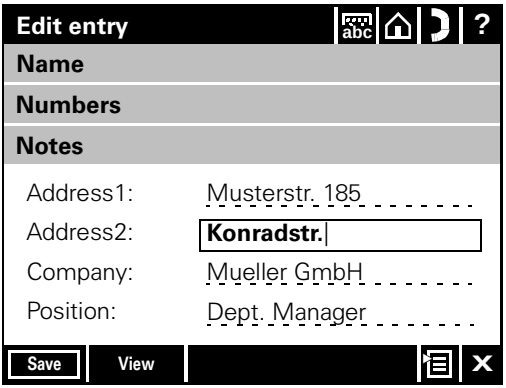
A B C Click the relevant field and make your entries (for information on entering characters → page 157).

- Business: Enter the primary business number of the relevant person.
- Business2: Enter the secondary business number of the relevant person.
- Mobile: Enter the mobile station number of the relevant person.
- Private: Enter the private number of the relevant person.

Delete characters to the left of the cursor one by one.

Step by Step

The "Notes" tab



A B C

Click the relevant field and make your entries (for information on entering characters → page 157).

- Address1: Enter the first line of the relevant person's address.
- Address2: Enter the second line of the relevant person's address.
- Company: Enter the name of the relevant person's company.
- Position: Enter the position of the relevant person.

Delete characters to the left of the cursor one by one.

Saving an entry

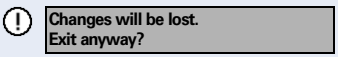
Press the key shown to save the entry.

or

Click the softkey on the application bar.

Cancelling an entry

Click the icon on the system bar. A warning appears.



None of the changes made are saved.

Confirm.

Step by Step

Searching for an entry

Precondition: The personal directory contains entries/ names → page 123.

Mark the name you want.
A scroll bar is displayed if more than six names are saved. You can browse the list by dragging the scroll bar.

or

A B C

Enter the name you want or the initial letters in the input field (for information on entering characters → page 157). The name is displayed in a frame.
Every letter entered narrows down the selection.

Displaying an entry

Click the softkey on the application bar. You can open all tabs associated with the entry to obtain detailed information.

Editing an entry

Click the icon on the system bar. The context menu opens.

Edit

Select "Edit". You can now edit the appropriate input fields in the relevant tabs.

Deleting an entry

Click the icon on the system bar. The context menu opens.

Delete Entry

Select "Delete Entry". A warning appears.

Record will be deleted
Are you sure?

Confirm. The selected entry will be deleted.

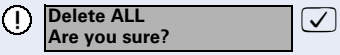
Step by Step

Deleting all entries

All entries in your personal directory are irreversibly deleted. We therefore recommend creating a backup copy, see → page 175.

Click the icon on the system bar. The context menu opens.

Select "Delete ALL". A warning appears.



Confirm. All entries in the personal directory are deleted.

Importing or Exporting a Personal Directory via USB

You can transfer all your personal directory entries from your PC to your optiPoint 600 office and use your to save these entries on your PC.

Preconditions: A USB connection[1] is active between the PC and your optiPoint 600 office and the "ENB Update Tool Comfort" program was installed and configured by yourself or the service personnel.

The "ENB Update Tool" program and a detailed description of how to transfer data can be downloaded from the Internet page www.siemens.de/hipath.

[1] USB cable part number: S30267-Z360-A30-1, the necessary USB driver (included in the "CallBridge TU" program) is available at the following Internet address: www.siemens.com/hipath.

Step by Step

Importing/Exporting the Personal Directory via LAN

You can transfer all personal directory entries from a server in your LAN to your optiPoint 600 office and use your to save these entries on the LAN server. This is important, for example, for backing up or restoring data.

For information on exporting data from Microsoft Outlook, see → page 214.

Precondition: The LAN and FTP settings must be correctly configured.

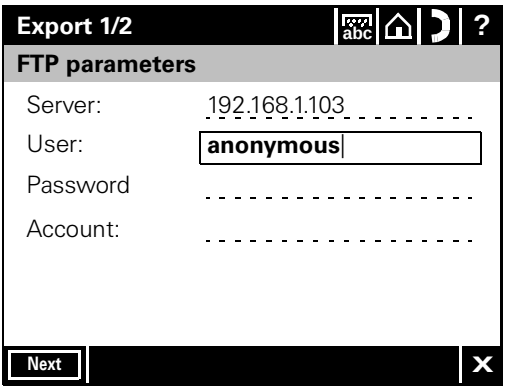
Exporting the directory

Precondition: The personal directory contains entries/ names → page 123.

Click the icon on the system bar. The context menu opens.

Export

Select "Export". The "Export 1/2" window opens.



A B C

Click the relevant field and make your entries (for information on entering characters → page 157).

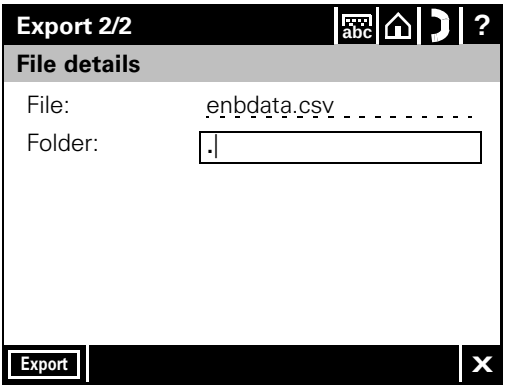
- Server: Enter the IP address of the FTP server here.
- User: Enter the name that was set in the FTP server as the user with access to this server.
- Password: Enter the password that was set in the FTP server as the password on this server.
- Account: Enter the account for access to the FTP server, if necessary.

Delete characters to the left of the cursor one by one.

Step by Step

Next

Click the softkey on the application bar.



A B C

Click the relevant field and make your entries (for information on entering characters → page 157).

- File: Enter the name (including filename extension) of the file to be exported.
- Folder: Enter the directory that corresponds to the file to be exported.

Delete characters to the left of the cursor one by one.

Export

Click the softkey on the application bar. An information window opens.

Exporting directory
Please wait...

The export operation is active.

Export error

Export failed
Check settings

An error message window opens. Check and confirm the LAN and FTP settings.

Step by Step

Importing the directory

Precondition: There is already an exported file in the relevant FTP directory (for example, enbdata.csv), see → page 173.

Click the icon on the system bar. The context menu opens.

Import

Select "Import". The "Import 1/2" window opens.

The procedure for importing the personal directory is the same as for exporting it, see → page 173.

Step by Step

Corporate Directory

The "LDAP" application's start display features a search mask which provides a simple and user-friendly means of finding entries in your corporate directory and dialing them directly.

Precondition: You can access a corporate directory via LAN and the dialing rules are entered correctly.

Ask the service personnel about availability and dialing rules.

Opening the Corporate Directory

Click the icon on the system bar.

Click the icon → page 161 on the home page to open the corporate directory.

Template error

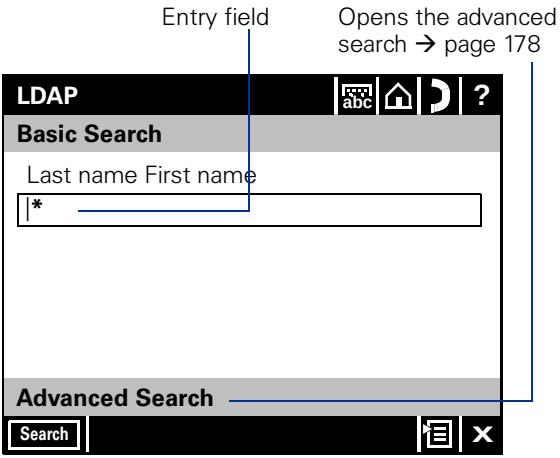
No template header. LDAP will run in default mode.

An error message window opens. Check the LAN and LDAP settings.

Confirm if you want to proceed. In this case, you will not be able to access the LDAP server.

Step by Step

The "Basic Search" tab



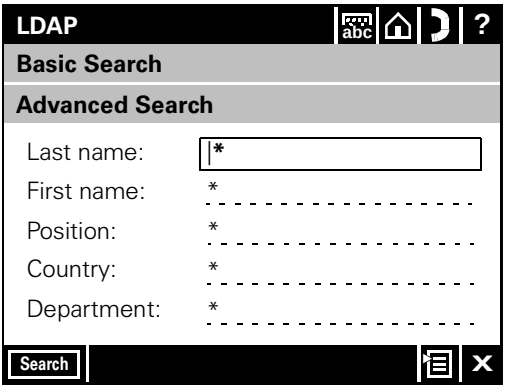
A B C Enter the name you want or the initial letters in the input field (for information on entering characters → page 157). The name is displayed in a frame. Every letter entered narrows down the selection.

Delete characters to the left of the cursor one by one.

Press the key shown to launch the Basic Search.

Step by Step

The "Advanced Search" tab



A B C Click the relevant field and make your entries (for information on entering characters → page 157).

- Last name: Enter the last name of the person you want to find.
- First name: Enter the first name of the person you want to find.
- Position: Enter the function of the person you want to find.
- Country: Enter the country of origin of the person you want to find.
- Department: Enter the department of the person you want to find.

Delete characters to the left of the cursor one by one.

Press the key shown to launch the Advanced Search.

Step by Step

WAP Browser

The "Browser" application provides access to information on the corporate intranet.

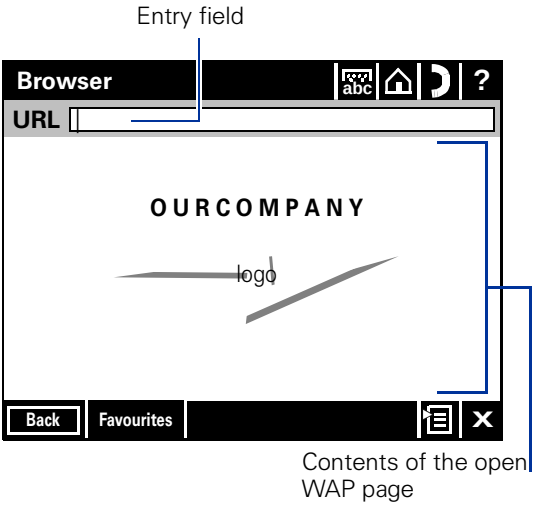
Precondition: You can access corporate WAP via LAN.

If you have any questions regarding availability, please contact the responsible experts.

Opening the WAP Browser

Click the icon on the system bar.

Click the icon → page 161 on the home page to open the WAP browser.



A B C Enter the WAP address you want in the input field (for information on entering characters → page 157). The name is displayed in a frame. The softkey "Go" appears in the application bar.

Delete characters to the left of the cursor one by one.

Press the key to access the contents of the WAP page.

Step by Step

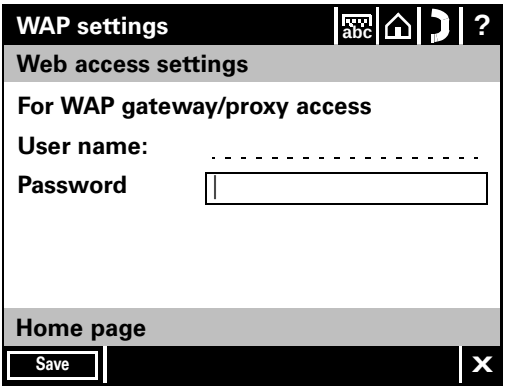
WAP Settings

Click the icon on the system bar. The context menu opens.

Settings

Select "Settings". The "WAP settings" window opens.

The "Web access settings" tab



A B C

Click the relevant field and make your entries (for information on entering characters → page 157).

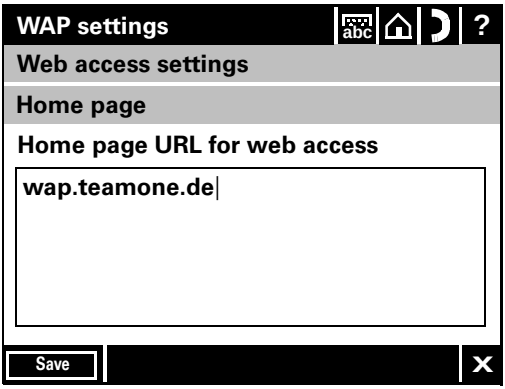
- User name: Enter the user names for the WAP gateway/proxy access.
- Password: Enter the password for the WAP gateway/proxy access.

Delete characters to the left of the cursor one by one.

Press the key shown to save the entry.

Step by Step

The "Home page" tab



A B C Click the relevant field and make your entries (for information on entering characters → page 157).

- Home page URL for web access: Specify the home page domain here. This opens immediately when you activate the "Browser" menu.

Delete characters to the left of the cursor one by one.

Press the key shown to save the entry.

Favorites

Creating favorites

You can create a list of frequently used domains with name and address. Proceed as following to create a favorite:

Click the softkey on the application bar, see → page 179. The "Favourites" window opens.

Step by Step

Enter the required WAP address in the input field, for example, wap.teamone.de. The address entered is printed in bold.

Set the cursor outside the input field. The address entered is displayed in normal font.

Click the icon on the system bar. The context menu opens.

Save to Favourites

Select "Save to Favourites". The WAP address entered is now saved under the name "Favourites".

Save multiple WAP addresses all under the name "Favourites".
To display all saved entries, you must refresh the favourites list, see → page 182.
If you want to assign an appropriate name for the individual WAP addresses, see → page 183.

Refreshing favorites

Once you have saved several WAP addresses, you must refresh your favorites so that all saved entries are visible.

Click the icon on the system bar. The context menu opens.

Refresh page

Select "Refresh page". All saved entires are displayed in the favorites list.

Step by Step

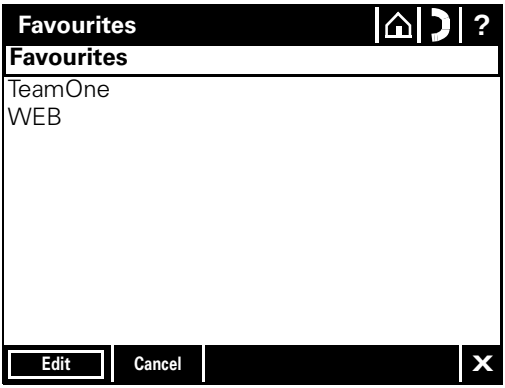
Managing favorites

You can assign an appropriate name to the saved WAP addresses. You can also edit an already saved WAP address.

Click the icon on the system bar. The context menu opens.

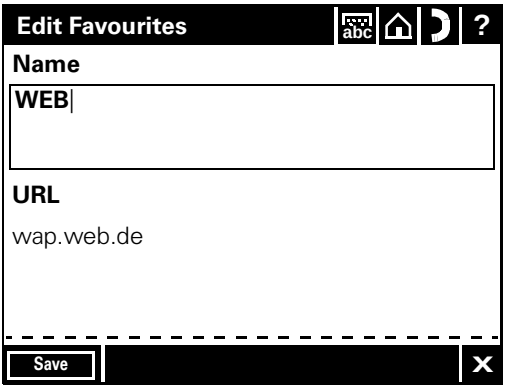
Manage Favourites

Select "Manage Favourites". The favorites list is displayed with all saved entries.



Select the required entry. The selected entry is surrounded in a bold frame.

Press the key to edit the selected entry. The "Edit Favourites" window opens.



A B C

Click the relevant field and make your entries (for information on entering characters → page 157).

Step by Step

- Name: Enter the name you want for your WAP address.
- URL: Enter the appropriate WAP address here.

Delete characters to the left of the cursor one by one.

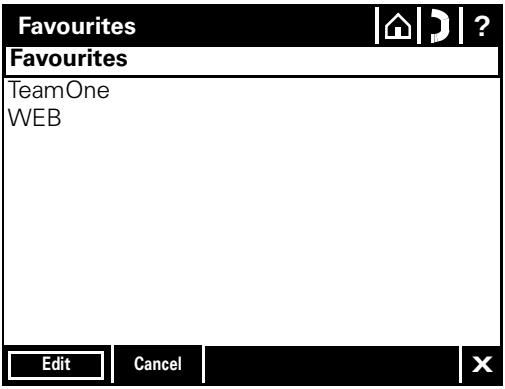
Press the key shown to save the entry.

Deleting favorites

Click the icon on the system bar. The context menu opens.

Manage Favourites

Select "Manage Favourites". The favorites list is displayed with all saved entries.



Select the required entry. The selected entry is surrounded in a bold frame.

Cancel

Click the softkey on the application bar.

Delete the entry WEB from your favourites?

A query opens.

Press the key. The selected entry will be irreversibly deleted.

Step by Step

Using Java midlets

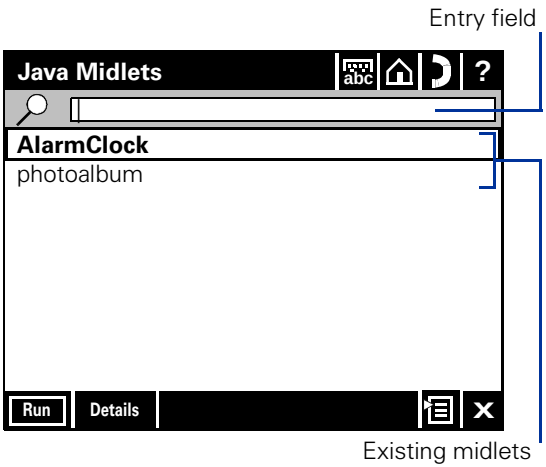
Java midlets are small programs that are executed locally in the optiPoint 600 office and which serve to provide different functions.
These may include applications with notepad, calculator, games or phone directory functions, for example.

Opening the Program Application

The "Extended Applications" application offers you an interface that lets you add additional functions to your optiPoint 600 office. The operation of this interface is always the same.

Click the icon on the system bar.

Click the home page icon → page 161. The "Java Midlets" form opens.



Adding a Java midlet

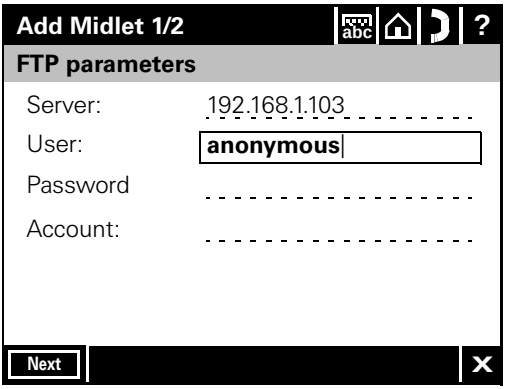
Precondition: The LAN and FTP settings must be correctly configured.

Click the icon on the system bar. The context menu opens.

Add Midlet

Select "Add Midlet". The "Add Midlet 1/2" window opens.

Step by Step



A B C

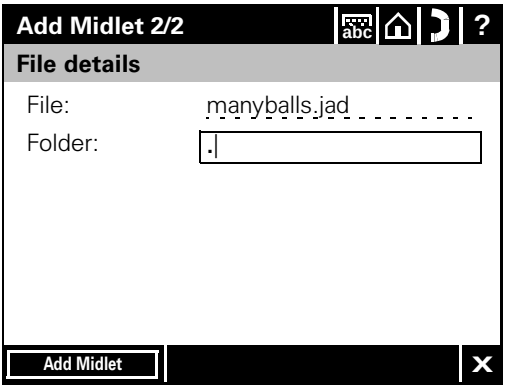
Click the relevant field and make your entries (for information on entering characters → page 157).

- Server: Enter the IP address of the FTP server here.
- User: Enter the name that was set in the FTP server as the user with access to this server.
- Password: Enter the password that was set in the FTP server as the password on this server.
- Account: Enter the account for access to the FTP server, if necessary.

Delete characters to the left of the cursor one by one.

Next

Click the softkey on the application bar.



A B C

Click the relevant field and make your entries (for information on entering characters → page 157).

- File: Enter the name (including filename extension) of the file to be imported.
- Folder: Enter the directory that corresponds to the file to be imported.

Step by Step

Delete characters to the left of the cursor one by one.

Click the softkey on the application bar. An information window opens.

The import operation is active.

Import error

An error message window opens. Check and confirm the LAN and FTP settings.

Searching for Java Midlets

Precondition: Java midlets are already saved on your optiPoint 600 office → page 185.

Mark the name you want.
A scroll bar is displayed if more than six names are saved. You can browse the list by dragging the scroll bar.

or

A B C

Enter the name you want or the initial letters in the input field (for information on entering characters → page 157). The name is displayed in a frame. Every letter entered narrows down the selection.

Displaying a Java midlet

Click the softkey on the application bar. Information on the selected midlet is displayed.

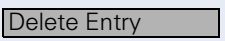
Starting a Java midlet

Click the softkey on the application bar. The Java environment is started and the selected Java midlet is loaded to the execute area.

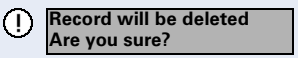
Click the softkey on the application bar. The selected Java midlet is started.

Deleting a Java midlet

Click the icon on the system bar. The context menu opens.



Select "Delete Entry". A warning appears.



Confirm. The selected entry will be deleted.

Step by Step

Deleting all Entries

All Java midlets saved on your optiPoint 600 office are irreversibly deleted.

Click the icon on the system bar. The context menu opens.

Delete ALL

Select "Delete ALL". A warning appears.

Delete ALL
Are you sure?

Confirm. This deletes all Java midlets.

Sample Application: Speed Dial List

Installed in your optiPoint 600 office is an example application for creating and selecting speed dial entries (if not, please ask your service personnel).

The midlet shown here can deviate from the version installed on your optiPoint 600 office.

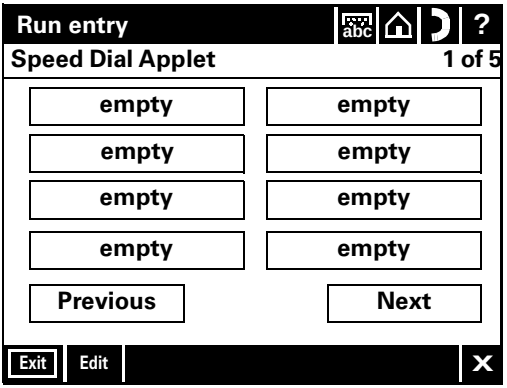
Starting the Java midlet "SpeedDialApplet"

For information on selecting the Java midlet "SpeedDialApplet", see → page 187 and starting it, see → page 187.

Step by Step

Creating/editing an entry

First you will see the following display with all speed-dial fields empty (factory setting).

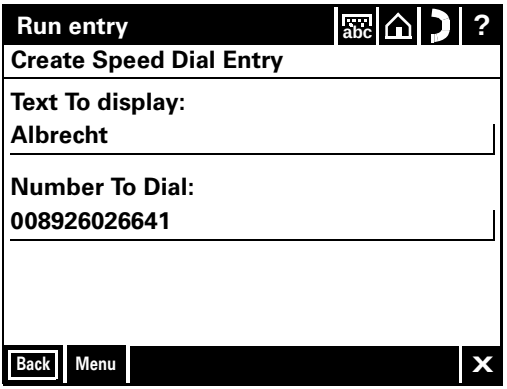


You can use "Next" and "Previous" to browse the four additional pages, each containing eight fields. Proceed as follows to assign a name and number to a speed-dial key:

Click the softkey on the application bar. You are now in Edit mode. The "Speed Dial Applet (Edit-Mode)" form opens.

empty

Select the speed-dial key you want. Selecting "empty" creates a new entry; selecting an existing name allows you to edit the corresponding entry. The "Create Speed Dial Entry" form opens.



A B C

Click the relevant field and make your entries (for information on entering characters → page 157).

Step by Step

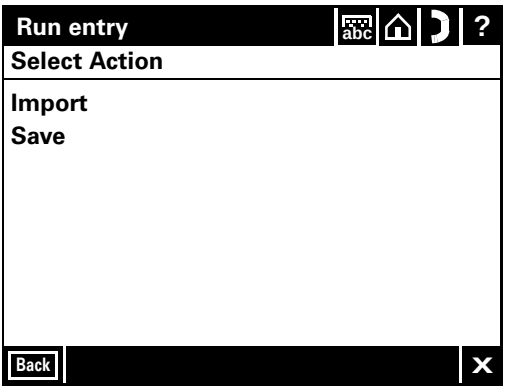
The name and the station number of a speed-dial key can be up to 15 characters long.

- Text To display: Enter the name you want for the speed-dial key.
- Number To Dial: Enter the associated station number for the speed-dial key.

Delete characters to the left of the cursor one by one.

Menu

Click the softkey on the application bar. The "Select Action" form opens.



Click "Save". The entry is now saved in the speed-dial list.

Step by Step

Importing an entry from the ENB

Precondition: There are already entries in your Personal directory → page 123.

Start the "SpeedDialApplet" midlet → page 187 and activate Edit mode → page 189.

empty

Select a field for importing an entry. The "Create Speed Dial Entry" form opens. The name and station number of the entry (if available) are displayed.

Click the softkey on the application bar. The "Select Action" form opens.

Click "Import". The "Select directory entry" form opens. It contains all entries from the personal directory ENB.

Click the required name. A scroll bar is displayed if more than six names are saved. You can browse the list by dragging the scroll bar.

The entry cannot be imported if the name or the station number of the directory entry contains more than 15 characters.

Click the softkey on the application bar. The "Select Action" form opens.

Click "Save". The entry is now saved in the speed-dial list.

Step by Step

Display Settings

You can use the "Display" application to customize the touchscreen display layout to suit your environments.

You can configure a display lock to protect your device against unauthorized use. Depending on the time you set, the lock activates when you stop working and can only be deactivated by entering the personal password.

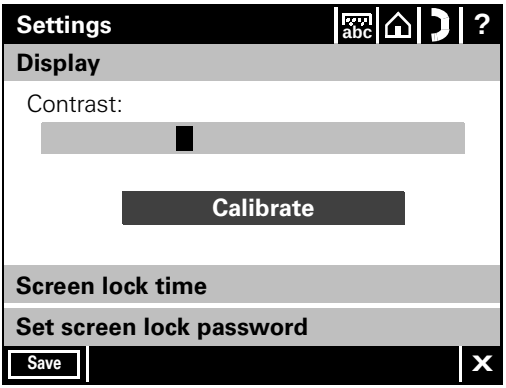
Opening the Display Application

Click the icon on the system bar.

Click the home page icon → page 161. The "Settings" form opens. It contains the follow tabs:

- the "Display" tab, see → page 192
- the "Screen lock time" tab, see → page 193
- the "Set screen lock password" tab, see → page 193

The "Display" tab



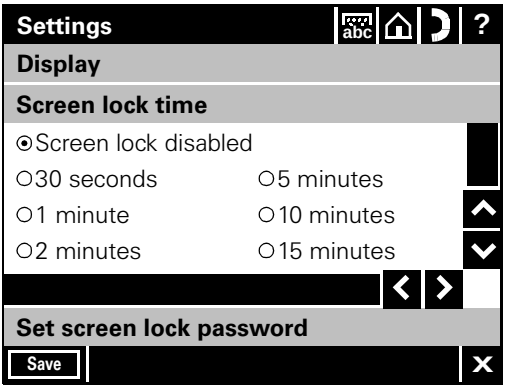
To adjust the contrast: click the scroll bar and drag it right (heavy/bright) or left (light/dark).

To calibrate the display: click the "Calibrate" softkey and follow the on-screen instructions.

Step by Step

The "Screen lock time" tab

The display lock is deactivated by default and only activates after you make the appropriate settings.

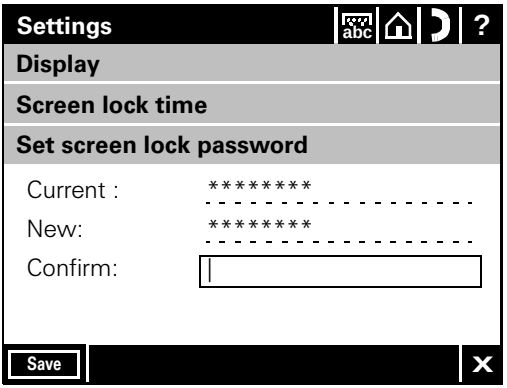


To activate the display lock: select the relevant time option to specify when the display lock should activate (30 seconds to 15 minutes).

You must also define a password which will be used to deactivate the display lock, see → page 193.

To deactivate the display lock: select the option "Screen lock disabled".

The "Set screen lock password" tab



A B C

Click the relevant field and make your entries (for information on entering characters → page 157).

Step by Step

- Current : This field is visible the first time you define the password. Enter the password currently valid if you want to change the password.
- New: Enter the new password here to deactivate the display lock (at least eight characters).
- Confirm: Confirm the password here.

Delete characters to the left of the cursor one by one.

Saving settings

Press the key to save the settings.

or

Click the softkey on the application bar.

Step by Step

Graphic Interface Touchscreen Keypad

You can enter text, digits, and symbols in graphic interface in any of the following ways:

- via an external keyboard – connected via the USB interface (recommended) → page 207.
- via the keypad – by repeatedly pressing keys on → page 212.
- via the touchscreen keypad – a keypad appears on the display (see below),

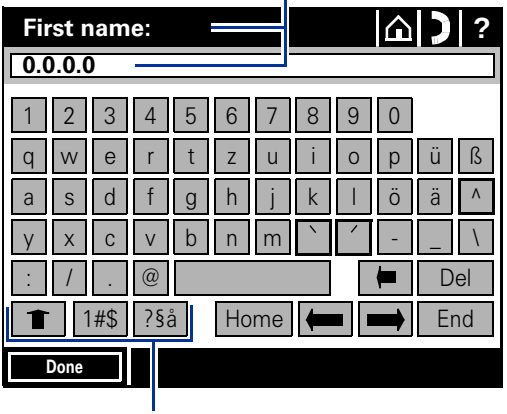
Using the Touchscreen Keypad

The touchscreen keypad can be activated whenever character entry is possible.

Open the touchscreen keypad.

The keypad appears on the display.

Field name and input field in an application (example)



Softkeys for shifting between upper and lower case and shifting to numerical signs, punctuation marks and symbols.

The position of the alphanumeric keys depends on the local language settings for the optiPoint 600 office.

Click the required character in the application area.

e.g. a b c

Enter alphanumeric characters and symbols.

Step by Step

^ ` ´ ~ "

Switch to diacritical marks.
The option for entering characters, such as, "è", is active when the relevant softkeys appear on the touchscreen (for example, "e" is displayed as "è") and by the inversion of the switching softkey (softkey is black).

In addition to the alphabetical softkeys, the following softkeys are available:

⇧ or ABC

Shift to upper case.

⇩ or abc

Shift to lower case.

1#$

Shift to the first alternative key assignment (for example, numeric characters, punctuation marks, brackets).

?§å

Shift to the second alternative key assignment (for example, currency symbols).

Home

Place the cursor at the beginning of the line.

⇦

Delete characters to the left of the cursor one by one.

Del

Delete characters to the right of the cursor one by one.

End

Move the cursor to the end of the line.

⇦ ⇨

Move the cursor to the left/right.

Done

Hide the touchscreen keypad and accept the new or modified text in the input field.

Step by Step

Web-Based Management Tool

These functions are available for HFA and $U_{P0/E}$ connections.
However, in the case of $U_{P0/E}$, these functions only work if LAN connection to the intranet already exists (consult your service personnel).

General Information

optiPoint 600 office features a HTTP Web server that lets you display the contents of the telephone on a Web browser associated with a PC integrated in the LAN ("Web-Based Management Tool").

The Web-Based Management tool contains the following form elements:

User — Click this link to access the relevant page.

Click this button to incorporate the changes into the current form. This transfers the changes to the optiPoint 600 office.

Click this button to reset the changes in the current form to the former optiPoint 600 office values.

Click the button shown to perform an action (as for "Cancel", "Save", and "Delete").

Select an option from the List field.

Click the option field to select the relevant function.

Step by Step

Preparatory Steps

Opening the Web-Based Management tool

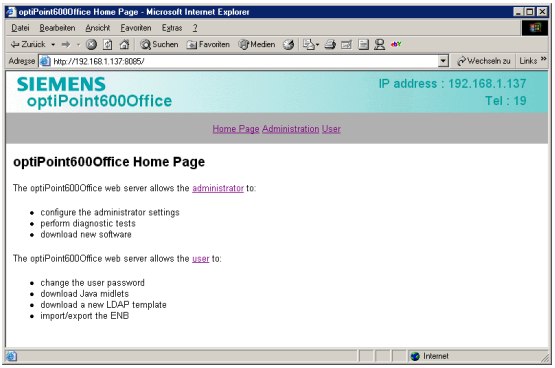
To evoke the interface, open a web browser and enter the following URL:

http://[IP of the telephone]:8085

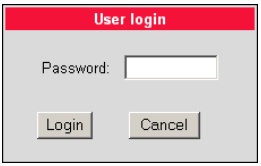
Where [IP of the telephone] stands for the IP address of the optiPoint 600 office that you want to map.

Ask your service personnel for the IP address of the optiPoint 600 office.

The home page appears:



Click "User".



Enter the user ID for the optiPoint 600 office telephone (default: **123456**) and click "Login".

Step by Step

Web-Based Management Structure

Performing configuration in this area requires a level of know-how not covered in this manual. For any questions, please consult your service personnel.

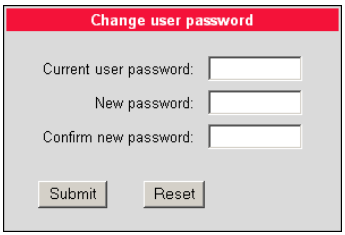
The user menu offers the following menu items with submenus:

- User Actions → page 199
  - Change user password → page 199
  - Clear user data → page 199
- File Transfer → page 200
- WAP Favourites → page 201

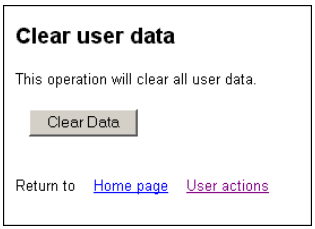
User Actions

Click a field in one of the interface images to obtain more information about the field.

Change user password



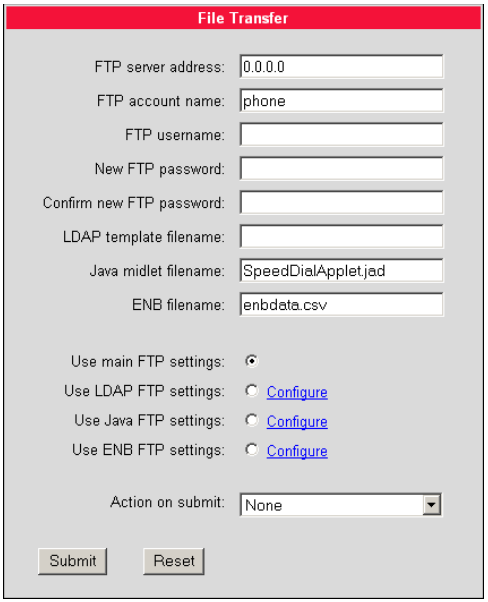
Clear user data



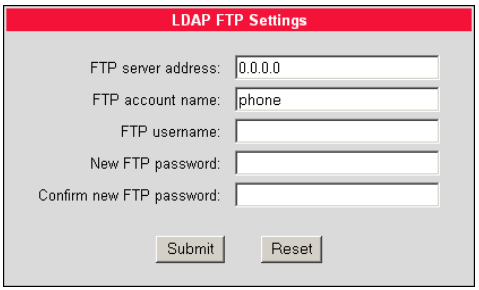
Step by Step

File Transfer

Click a field in one of the interface images to obtain more information about the field.

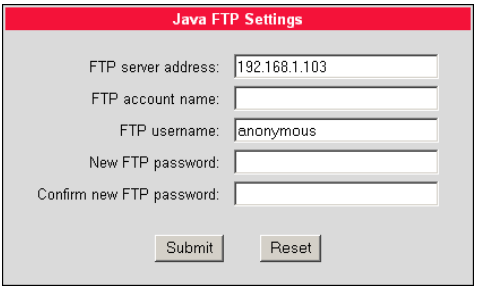


LDAP FTP Settings

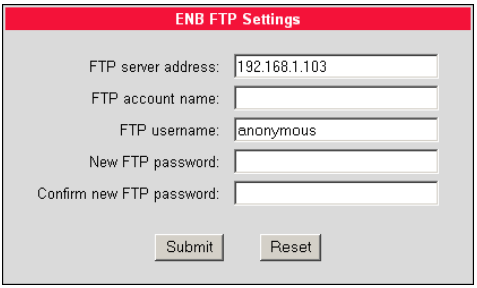


Step by Step

Java FTP Settings

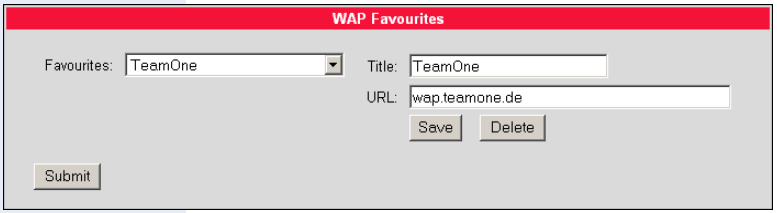


ENB FTP Settings



WAP Favourites

Click a field in one of the interface images to obtain more information about the field.



Step by Step

Configuration Parameters Explained

Clicking the icons will bring you to the relevant function descriptions:
- Using the icons on the optiPoint 600 office
- Operated via the Web-Based Management tool

Action on submit
- If you select this option, the chosen action is executed when you confirm "Submit". Available actions:
  - None (no action performed)
  - Download LDAP template → page 204
  - Download Java midlet → page 203
  - Import ENB → page 202
  - Export ENB → page 202
- The following parameters must be set before the download:
  - Name of the download file
  - FTP server address → page 203
  - FTP account name → page 202
  - FTP username → page 203
  - FTP password → page 203

→ page 200

Clear user data
- This deletes all entries that you made on the optiPoint 600 office.

→ page 199

ENB filename
- If an → ENB server is set, enter the name of the ENB template file used in connection with this server.
- The file must be on the → FTP server in a defined directory (→ FTP server address).
- For information on downloading a file → Action on submit.

→ page 173 and → page 200

FTP account name
- Enter the account name of the → FTP server.
- Minimum length: 1 character
- Maximum length: 24 characters

→ page 173 and → page 200

Step by Step

FTP password

- Enter the password that was set on the → FTP server as the password for this server.
- The password must be suitable for → FTP username.
- Permitted values: Alphanumeric
- Minimum length: 1 character
- Maximum length: 24 characters

→ page 173 and → page 200

FTP server address

- Enter the → IP address of the → FTP server for uploading/downloading files from/to optiPoint 600 office.

→ page 173 and → page 200

FTP username

- Enter the name that was set on the → FTP server as the user with access to this server.
- The name must be suitable for → FTP password.
- Permitted values: 1 - 24 characters

→ page 173 and → page 200

Java midlet filename

- Java midlets are small applications (for example, games or time displays) that can be set on optiPoint 600 office.
- The file must be on the → FTP server in a defined directory → FTP server address.
- For information on downloading a file → Action on submit.

→ page 185 and → page 200

Step by Step

LDAP template filename

- If an → LDAP server is set, enter the name of the LDAP template file used in connection with this server.
- The file must be on the → FTP server in a defined directory (→ FTP server address).
- For information on downloading a file → Action on submit.

→ page 200

User password

- You can change the password needed to access the user area here.
- Permitted values: Numerical
- Minimum length: 6
- Maximum length: 9
- Standard value: 123456

→ page 199

WAP Favourites

- Choose the → WAP favorites you want from the selection box. If there are no entries available, <empty> is displayed as the list entry. For information on entering favorites, see → WAP Title.

→ page 183 and → page 201

WAP Title

- Enter the required title for the associated → WAP Favourites page here. To assign the URL, see → WAP URL.

→ page 183 and → page 201

WAP URL

- Enter the suitable → URL for the associated → WAP Favourites page here.

→ page 183 and → page 201

Step by Step

Glossary of Configuration Parameters

DNS

Abbreviation for "**D**omain **N**ame **S**ystem".
Internet service for converting spoken address names into → IP addresses.

ENB

Personal directory in optiPoint 600 office.

FTP

Abbreviation for "**F**ile **T**ransfer **P**rotocol".
Used to transfer files in networks, for example, to load Java midlets.

HFA

Abbreviation for "**H**icom **F**eature **A**ccess".
Sets up the connection between → IP telephony and a → PBX over a gateway (for example, HG 1500 or HG 3530).

HTTP

Abbreviation for "**H**yper**t**ext **T**ransfer **P**rotocol".
Protocol for transferring data in → IP networks.

IP

Abbreviation for "**I**nternet **P**rotocol".

IP address

Also known as "→ IP". Unique address of a terminal in the network. It consists of four sets of period-separated numbers between 0 and 255. To simplify notation, spoken names can be converted into IP addresses by a → DNS.

LAN

Abbreviation for "**L**ocal **A**rea **N**etwork".

Step by Step

LDAP

Abbreviation for "**L**ightweight **D**irectory **A**ccess **P**rotocol".
Simplified protocol for accessing standardized directory systems, for example, a corporate directory.

PBX

Abbreviation for "**P**rivate **B**ranch e**X**change".
Private telephone system that connects various internal devices with the ISDN network.

URL

Abbreviation of Uniform Resource Locator. A URL is the address of a file that can be accessed over the Internet. The type of file is defined by the access protocol (not the file type). For example, the HTTP protocol supports HTML pages, Java applets, CGI scripts, etc. A URL consists of:

- the access protocol
- a computer name (of the domain)
- a specific filename

WAP

Abbreviation for "**W**ireless **A**pplication **P**rotocol".
Synonym for graphic applications on mobile telephones, organizers, and other suitable terminals, transferred using the similarly named protocol.

Step by Step

Advanced Options for Telephone Operation

Using an External Keyboard

Keyboard functions on different applications can be operated easily and conveniently via the optional external Siemens keyboard, any USB keyboard or in combination with a PC → page 209.

External Keyboard

Enter — General: Executes the selected function.

In menus: The focused button changes in the submenu[1].

Alt — In applications (for example, Personal Directory): Switches between individual fields or softkeys.

Alt + Tab — Switches between the applications[2]. For example, between the Telephone application, Personal Directory, and the Application menu.

Esc — Only in the alternative graphic interface → page 159: Switches between the applications.

Esc — Cancels the current display, closes applications or exits dialog windows.

← → — General: Changes the focus[1] to the button on the immediate left/right.
In text fields: Scroll up/down.

↑ ↓ — General: Changes the focus[1] to the button immediately above/below.
In lists and list fields: Jumps to the first/last entry.

PgUp PgDn — In lists and list fields:
Jumps to the first/last entry.

Home — In text fields: Moves the cursor to the start of the line.
In lists: Jumps to the first entry.

[1] The button is "activated" , indicated by a frame around the button.

[2] This function is not available when using the PC keyboard → page 209 and does not belong in the alternative graphic interface → page 159.

Step by Step

End — In text fields: Moves the cursor to the end of the line.
In lists: Jumps to the last entry.

a 1 % — In text fields:
Edits alphanumeric characters and symbols (in the example: the characters " a", "1" and "%").

F1 ... F10 — In the Telephone application[1]:
Activates the functions associated with the programmable keys in optiPoint 600 office.

Del — In text fields: Deletes characters to the right of the cursor.
In the caller list: Deletes the marked entry.

Back-space — In text fields: Deletes characters to the left of the cursor.

Example of User-Friendly Operation

You are conducting a call with one party and would like to call another party from your personal directory and start a conference.

You are in the middle of a call.

a — Enter the name (or just the initial letters) of the other party you want to call.

If applicable ↑ ↓ — Scroll to move to the next or previous entry.

Enter — Confirm the required entry.

When the other party answers: Announce the conference.

→ Conference? Enter — Select and confirm.

The conference is set up.

[1] This function is not available when using the PC keyboard → page 209 and does not belong in the alternative graphic interface → page 159.

Step by Step

Use of PC mouse and keyboard

This function is not available on the alternative graphic interface → page 159. Address any questions to your service personnel.

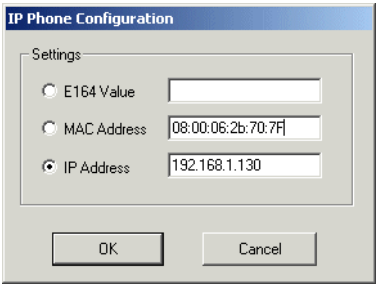
You can enter characters or move around in the optiPoint 600 office menu using the mouse and the keyboard of your PC via a special user interface.

Prerequisites

- The PC and the optiPoint 600 office must be connected to the same LAN and configured correctly. If you have any queries concerning connection or configuration, please consult your service personnel).
- The program "PCUserClient.exe" must be installed on your PC.
  The program is available on the Internet at www.siemens.com/hipath > Downloads > Software > optiPoint updates / Tools > All > Resource Sharing Application.

Activating the user interface

After starting the program "PCUserClient.exe" on your PC, a dialogue box will come up with which you can set up a connection to the PCUserClient.exeoptiPoint 600 office via the LAN.



Step by Step

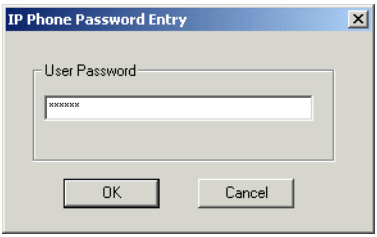
Enter one of the required values or addresses, for example, the IP address of the optiPoint 600 office (available from your service personnel).

Only one of these values is needed for communication between optiPoint 600 office and your PC.

- The E.164 number is your DID number, for example, 54321. You cannot use this number to set up a call in the case of a $U_{P0/E}$ connection type.
- The MAC address is indicated on the underside of your optiPoint 600 office beside the designation **Ser.Nr.:**. Enter the address as follows (example):
  - Imprint: 0001E323D744
  - Input: 00:01:E3:23:D7:44
- If you have any questions regarding entering IP addresses, please contact your service personnel.

Click "OK".

A dialogue box will come up for you to enter your user password.

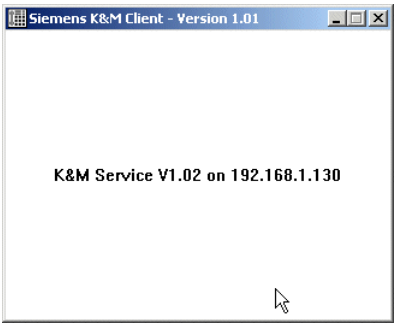


if necessary 1 2 3

Enter your personal password if you have one (standard password: 123456) and click "OK".
To change the password → page 153.

Step by Step

The "Siemens K&M Client" orientation window for the mouse pointer appears.



Operation

The following functions are available:

- Inputs over the PC keyboard are transferred to the optiPoint 600 office if the client window is active (the program is "on top").
  This functionality is comparable to operation via an external keyboard, see → page 207.
- The mouse pointer of the PC can be seen in the display of the optiPoint 600 office when the mouse pointer moves in the client window.
  This functionality is comparable to operation using a plastic pen directly on the display, see → page 16.
  Right-click the client window to fix the pointer, for example, to work temporarily with other PC applications. Right-click the window once more to release the pointer.

If the LAN connection to optiPoint 600 office is lost during the client window runtime, an appropriate message appears and the program is closed.
If a new connection is set up, the "PCUserClient.exe" program must also be restarted to continue working with the PC.

Quitting the client window closes the "PCUserClient.exe" program.

Step by Step

Entering Characters via the Keypad

The table shows how to enter characters in a graphic application's text fields (for example, in the personal directory) using the keys on the dialing keypad
→ page 122.

Example: "+" = press the # key 10 times.

Key	1x	2x	3x	4x	5x	6x	7x	8x	9x	10x	11x	12x	13x	14x	15x
1	1														
2 abc	a	b	c	à	á	â	ä	ç	2						
3 def	d	e	f	è	é	ê	3								
4 ghi	g	h	i	ì	í	î	4								
5 jkl	j	k	l	5											
6 mno	m	n	o	ñ	ò	ó	ô	ö	6						
7 pqrs	p	q	r	s	ß	7									
8 tuv	t	u	v	ù	ú	û	ü	8							
9 wxyz	w	x	y	z	9										
0	[1]	0													
*	[2]														
#	#	*	.	,	:	;	'	"	-	+	=	$	&	%	@
Key	**16x**	**17x**	**18x**	**19x**	**20x**	**21x**	**22x**	**23x**	**24x**	**25x**	**26x**	**27x**	**28x**	**29x**	
#	(	)	[	]	<	>	/	\	!	?	~	|	^	_	

[1] Space

[2] Switch from upper case to lower case and vice versa

In fields that only accept numerical characters, e.g. a station number field, only the digit values associated with a key are entered.
Example: Pressing the 3 def key three times produces "333".

Additional keys

Press the key to delete the character to the left.

Press the key to move the cursor right.

Save entries. The display changes to the previous screen.

Step by Step

Using Lists in the Telephone Application

Your optiPoint 600 office displays lists in various different situations:

- when polling the caller list → page 48
- when dialing from the internal telephone directory → page 50
- when polling conference participants → page 42
- when polling connection costs for other telephones → page 57

Not all functions are available in some lists.

You can navigate these lists as follows:

External keyboard	Keys on the telephone	Softkeys on the display[1]
	⊕ ⊖	
	✓	
	-	Card
Del	-	-
End	Speaker	End

[1] When the touchscreen keypad is visible.
To display it, see → page 157 or → page 195.

Step by Step

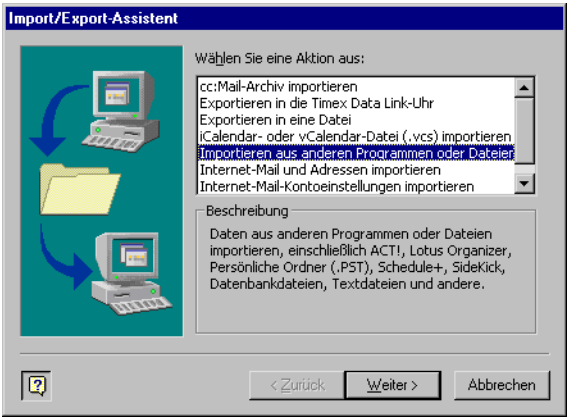
Exporting Data from Microsoft Outlook

You can import the contents of the Microsoft Outlook "Contacts" folder into the personal directory in your optiPoint 600 office.

The data must be saved in "CSV" format (**C**omma **S**eparated **V**alues) before you can import your contacts.

The procedure for exporting contact data into a CSV file is described here.

1. Open Microsoft Outlook (if not already open).
2. Select "Import/Export..." in the main "File" menu. The Import and Export Wizard opens:

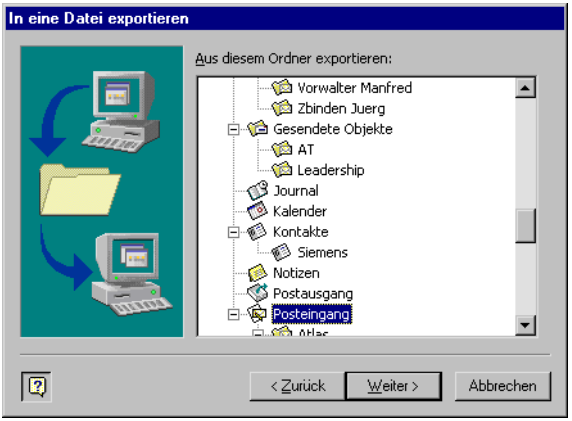

Import/Export-Assistent
Wählen Sie eine Aktion aus:
cc:Mail-Archiv importieren
Exportieren in die Timex Data Link-Uhr
Exportieren in eine Datei
iCalendar- oder vCalendar-Datei (.vcs) importieren
Importieren aus anderen Programmen oder Dateien
Internet-Mail und Adressen importieren
Internet-Mail-Kontoeinstellungen importieren
Beschreibung
Daten aus anderen Programmen oder Dateien importieren, einschließlich ACT!, Lotus Organizer, Persönliche Ordner (.PST), Schedule+, SideKick, Datenbankdateien, Textdateien und andere.
< Zurück
Weiter >
Abbrechen

3. Select "Export to a file" from the list and confirm with "Next >".

Step by Step

The following appears in the dialog window:

4. Select "Comma Separated Values (Windows)" from the list and confirm with "Next >".
The following appears in the dialog window:



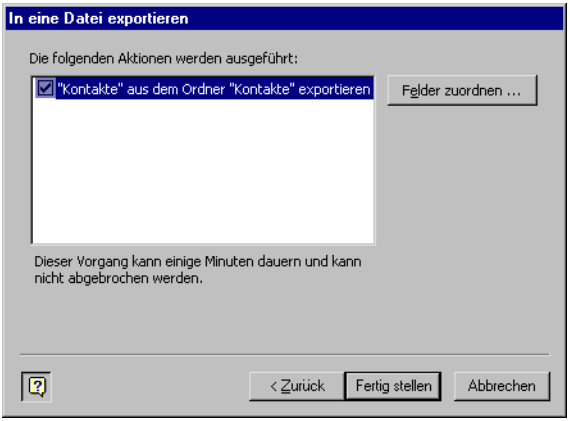
5. In the menu tree, select the folder you want to export, for example, "Contacts" and press "Next >" to confirm.

Subfolders attached to the selected folder are not automatically included in the export. If you also want to export data from subfolders, you must export the relevant folders separately.

Step by Step

The following appears in the dialog window:

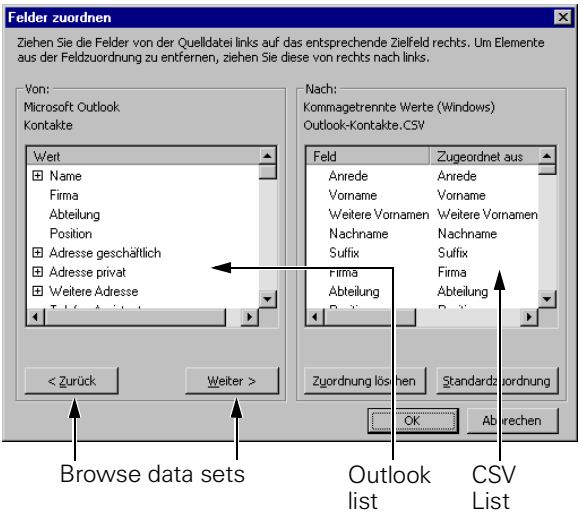
6. Where applicable, change the path and name of the CSV file to suit your requirements. Change the path information by hand or click the "Browse" button to select a destination folder.
If the path information meets your requirements, confirm with "Next >".
The following appears in the dialog window:


In eine Datei exportieren
Die folgenden Aktionen werden ausgeführt:
"Kontakte" aus dem Ordner "Kontakte" exportieren
Felder zuordnen ...
Dieser Vorgang kann einige Minuten dauern und kann nicht abgebrochen werden.
< Zurück
Fertig stellen
Abbrechen

7. Click the "Map Custom Fields ..." to configure the export format.

Step by Step

The following appears in the dialog window:



8. Click the "Clear Map" button to remove the default map.
9. Holding the mouse button down, drag **those** fields that you want to export to your personal directory in your optiPoint 600 office from the Outlook window to the CSV window.

   You can export up to eight fields to the personal directory, fields 2 to 5 must be station numbers. Exporting more than eight fields can lead to an error during data transfer. The sequence in the personal directory mirrors the sequence in the CSV window.

   The following table provides an example of mapping between the structure in Microsoft Outlook and the personal directory.

Pos.	*Outlook list*	*Personal Directory*
1	**Last Name**	Last name:
2	**First-name**	First name:
3	**Business Phone**	Business:
4	**Home Phone**	Private:
5	**Mobile Phone**	Mobile:
6	**Fax**	Fax:

Step by Step

If you have already exported the required fields, you can make the following changes in the CSV list:

- You can change the term that appears for a field in optiPoint 600 office. Do this by selecting an entry in the "Field" column in the CSV window and by clicking the entry once again. You can now change the term.
- You can correct the sequence of entries. Do this by clicking an entry in the "Field" column in the CSV window and, holding the mouse button down, dragging the entry up or down.
- To delete an entry in the CSV window, select it and press the "Del" key on your PC keypad.

If you are satisfied with the map, click the "OK" button and press "Finish" to confirm.

10. The CSV file is written.

When this routine ends, the data export operation is complete and a CSV file is created with your information.

Labeling, Documentation and Accessories

Labeling Key Fields

You can chose from the following options to label the keys with the functions/call numbers saved (→ Page 12, → Page 66):

Labeling

- by hand:
  Labeling strips are deliverd with your optiPoint. Write the function or a name on the matching strips within the white field and attach them to your optiPoint.
- with a computer:
  You have avail of a CD Rom (ask the service personnel) with the electronic operating instructions for your HiPath 500 and HiPath 3000/5000 → Page 220. You can label your keypads for each PC.
- with a computer via the Internet:
  You will find the "Online Key Labelling Tool" along with the user interface under http://www.siemens.com/hipath → "Downloads" → "Software".

Put the labeled strips in the relevant key pad on your optiPoint and place the transparent cover over them (mat page above).

Attaching a Station Number Label

Self-adhesive call-number labels are also delivered with your optiPoint.

Write on the call-number label (fire brigade, police, own telephone numbers), then remove and stick it in the recess on the telephone when the handset is lifted.

Documentation

You can find these operating instructions in the Internet in PDF format under

http://www.siemens.com/hipath

and on CD-ROM (ask the service personnel) in HTML and PDF format.

In order to look at and print the operating instructions in PDF format, you need a computer on which the free Acrobat Reader software package is installed by Adobe.

To look at the operating instructions in HTML format you need a computer with a www browser, e.g. Microsoft Internet Explorer.

Accessories

The following accessories help you customize your telephone to your individual preferences. optiPoint adapters are modules which can be plugged into the option bays at the bottom of optiPoint.

optiPoint key module:
Key module with 16 programmable keys. You can connect up to two key modules to your telephone.

optiPoint BLF:
Key modules with 90 LEDs and function keys. Use preferably in conjunction with optiPoint Attendant.

optiPoint acoustic adapter:
Connects a desk microphone, Headset, external speaker or second handset.
Provides an additional bell for signaling calls in loud environments and similar situations and controls illuminated display panels, such as "Please do not enter" at the entrance to a room.

optiPoint analog adapter:
Connects an additional analog telephone, fax machine or PC with a modem card.

optiPoint ISDN adapter:
Connects an ISDN device, such as an ISDN fax machine, video recorder or PC to the S_0 interface.

optiPoint phone adapter:
Connects a second system telephone. Callers can reach the second system telephone under a separate station number.

optiPoint recorder adapter:
Connects an external recorder or a second headset.

Headset:
Headset for frequent telephone users.

Second handset:
Allows you to hear better in noisy environments.

Desk microphone:
For speakerphone mode under poor acoustic conditions.

External speaker:
Improves the sound quality with open listening.

You will find details about the individual products in your optiPoint telephone data sheets.

Fixing Problems

Telephone Maintenance

- Always use a damp or antistatic cloth to clean the telephone. Never use a dry cloth.
- If the telephone is very dirty, clean it with a diluted neutral cleaner containing surfactants, such as a dish detergent. Afterwards remove all traces of the cleaner with a damp cloth (using water only).
- Never use cleaners containing alcohol, cleaners that corrode plastic, or abrasive powders.

Echo Effect

Echoes can occur - sometimes quite distinctly - in the course of a telephone call. This effect is not caused by a product or design fault in your telephone but rather by the other party's telephone.

Troubleshooting

Pressed key does not respond:

Check whether the key is stuck.

Telephone does not ring:

Check whether the do not disturb function was activated on your telephone ("Do not disturb" appears on the screen). If so, deactivate it → Page 27.

You cannot dial an external number:

Check whether you telephone is locked (US: "Not authorized" UK: "Access denied" appears on the screen). If so, unlock the telephone → Page 64.

No LDAP or WAP functionality, lamps (key LEDs) do not shine or the external keyboard has no function:

Check whether the plug-in power supply unit is plugged in (except connection by HFA with "power over LAN").

To correct any other problem:

First contact service personnel. If service personnel is unable to correct the problem, contact Customer Service.

Step by Step

Responding to Error Messages on the Screen

US: Invalid entry
UK: Incorrect entry.

Possible cause:

The station number is incorrect.

Possible response:

Enter a correct station number.

US: Not authorized
UK: Access denied

Possible cause:

You tried to activate a disabled function.

Possible response:

Ask the service personnel to authorize you to use the function.

US: Currently not possible
UK: Feature not available.

Possible cause:

The station number you dialed does not exist. The telephone you are trying to call is unplugged.

Possible response:

Enter a correct station number. Try calling the telephone again later on.

US: Invalid station number
UK: Number cannot be dialed

Possible cause:

You dialed your own station number.

Possible response:

Enter a correct station number.

US: Key memory is full
UK: Max.no.of keys exceeded

Possible cause:

All memory locations for external station numbers are currently in use.

Possible response:

Try again later on.

Key affects other layer

Possible cause 1:

If "Delete other layer" appears on the menu:
you tried to program a function or internal station number with LED on a key that is already programmed on the second layer (for example, external station number).

Step by Step

Possible response:

Confirm "Delete other layer" to program the station number/function.

Possible cause 2:

If "Delete LED support" appears on the menu:
you tried to program a station number without LED or an external station number on a key that is already programmed with an internal station number with LED.

Possible response:

Confirm "Delete LED support" to save the station number. The internal station number already programmed remains on the other layer without LED display.

Restart the Telephone

Other errors (e.g. the display shows "System forced logoff") can be repaired sometimes by restarting the telephone.

1 4 7 Press the keys simultaneously and follow further prompting.

Contacts for Resolving Problems

If you encounter a problem that lasts longer than five minutes, contact ask the service personnel.

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Overview of Functions/Codes

The table below lists all available functions as they appear on the display. Functions that have been configured (contact your service personnel) can be activated interactively (select + save) via the Program/Service menu (select + save or enter a code), or by pressing function keys, provided that the functions have been configured (contact your service personnel).

Functions (display)	**... activated interactively**	**... activated via the Program/Service menu** Program/Service		**... activated with a function key**
	◀ ▶	◀ ▶	Code	
Account code		✓	*60	X
Advisory msg. on	✓	✓	*69	X
Advisory message off	✓	✓	#69	X
Associated dial		✓	*67	X
Associated serv.		✓	*83	X
Callback	✓	✓	*58	X
View callbacks/Delete	✓	✓	#58	
Caller list	✓	✓	#82	X
Save number	✓	✓	*82	X
Call waiting	✓	✓	*55	X
Waiting tone off	✓	✓	*87	X
Call waiting tone on	✓	✓	#87	X
Call wait.term.on		✓	*490	X
Call wait.trm.off		✓	#490	X
CFSS on		✓	*9411	
CFSS off		✓	#9411	
code dialing in ISDN; keypad dialing		✓	*503	
conference	✓	✓	*3	X
Start conference	✓			
Add party	✓			
End conference	✓	✓	#3	
View conf parties	✓			
Remove party	✓			
Drop last conf. party (not for U.S., not in HiPath 500)			*491	

Functions (display)	... activated interactively	... activated via the Program/Service menu		... activated with a function key
		Program/Service	Code	
consultation hold	✓			
Return to held call	✓	✓	*0	
Quit and return	✓	✓	*0	
Transfer/Accept call	✓			
Control Relay On (not in HiPath 500)		✓	*90	X
Control Relay Off (not in HiPath 500)		✓	#90	X
Directory				
1=internal	✓		*54	X
2=LDAP (not in HiPath 500)	✓		*54	X
DISA				
DISA intern.	✓	✓	*47	X
DND on	✓	✓	*97	X
DND off	✓	✓	#97	X
Door opener on		✓	*89	X
Door opener off		✓	#89	X
DTMF dialing		✓	*53	X
En-bloc sending				
Dial	✓			
Forwarding on	✓	✓	*1	X
1=all calls	✓	✓	*11	X
2=external calls only	✓	✓	*12	X
3=internal calls only	✓	✓	*13	X
Forwarding off	✓	✓	#1	X
Trunk FWD on	✓	✓	*64	X
Trunk FWD off	✓	✓	#64	X
Forward Line: On		✓	*501	X
Forward Line: Off		✓	#501	X
Headset				
Answer	✓			

Functions (display)	... activated interactively	... activated via the Program/Service menu		... activated with a function key
		Program/Service	Code	
HF answerback on	✓	✓	*96	X
HF answerback off	✓	✓	#96	X
hotline				
Join group	✓	✓	*85	X
Leave group	✓	✓	#85	X
*=Rejoin all groups	✓	✓	*85*	X
#=Leave all groups	✓	✓	#85#	X
Lock all phones		✓	*943	X
Lock phone	✓	✓	*66	X
Unlock phone	✓	✓	#66	X
Change PIN		✓	*93	
Mobile Logon		✓	*9419	X
Mobile Logoff	✓		#9419	
Monitoring			*944	
Mute on	✓	✓	*52	X
Mute off	✓	✓	#52	X
Night answer on	✓	✓	*44	X
Night answer off	✓	✓	#44	X
Open door		✓	*61	X
override	✓	✓	*62	X
Page (not in HiPath 500)		✓	*45	X
Answer page (not for U.S.)		✓	#45	X
Phone test		✓	*940	
Pickup - directed		✓	*59	X
Pickup - group	✓	✓	*57	X
Accept call	✓			
Prog. feature key		✓	*91	X
Redial				X
Rejecting calls				
Release				X

Functions (display)	... activated interactively	... activated via the Program/Service menu		... activated with a function key
		Program/Service	Code	
Relocate		✓	*9419	X
Complete relocate	✓		#9419	
Reserve trunk	✓			X
reset services		✓	#0	X
Retrieve line		✓	*63	X
Retrieve line		✓	*56	X
Retrieve call		✓	#56	
Ringer cutoff on	✓	✓	*98	X
Ringer cutoff off	✓	✓	#98	X
Ringing group on		✓	*81	X
Ringing group off		✓	#81	X
Ring Transfer: On		✓	*502	X
Ring Transfer: Off		✓	#502	X
room monitor		✓	*88	X
Select language		✓	*48	
Send message	✓	✓	*68	X
View sent message	✓	✓	#68	X
View messages	✓	✓	#68	X
Mailbox				X
Shift Key				X
Show call charges (own telephone)		✓	*65	X
View call charges (other party's telephone)				X
Speaker call		✓	*80	X
Suppress call ID	✓	✓	*86	X
Restore caller ID	✓	✓	#86	X
Tel. data service (not in HiPath 500)			*42	
Temporary MSN (not for U.S.)	✓	✓	*41	X
Temporary Phone		✓	*508	X
Timed reminder on		✓	*46	X
Timed reminder off		✓	#46	X
toggle	✓	✓	*2	X

Functions (display)	... activated interactively	... activated via the Program/Service menu		... activated with a function key
		Program/Service	Code	
trace call		✓	*84	X
Transfer	✓			
Trunk flash sent (not in HiPath 500)		✓	*51	X
UCD		✓		
Log on		✓	*401	X
Log off		✓	#401	X
Available		✓	*402	X
Not available		✓	#402	X
Work on		✓	*403	X
Work off		✓	#403	X
UCD night on		✓	*404	X
UCD night off		✓	#404	X
Calls in queue		✓	*405	X
Use speed dialing		✓	*7	X
Change Speed Dial (station)		✓	*92	X

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